Local Agency Technical Assistance (LATA) Grantee User Guide

CALIFORNIA PUBLIC UTILITIES COMMISSION

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California Public Utilities Commission

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Broadband Grant Portal - User Guide

INTRODUCTION

The California Public Utilities Commission (CPUC) Broadband Grant Portal (Portal) is a web-based system designed to allow users to submit applications and manage awards for broadband grants. It is a comprehensive system that covers all aspects of the grant cycle, from user registration and application submission to review cycles, award notifications, reporting, and closeout. The Portal also provides for the application objection process.

The Broadband Grant Portal first launched with the Federal Funding Account and eventually expanded to include other CPUC broadband grant programs, including the Local Agency Technical Assistance Program. The Portal's commonality and accessibility will streamline the process for all programs it serves, allowing for faster and more efficient analyses of grant applications.

This guide covers the user registration and application submission process for Local Agency Technical Assistance (LATA) reporting, modification requests, and payment requests. Please note that the CPUC is not currently accepting LATA grant applications and is only open for current LATA recipients to submit the required progress reports for their awards.

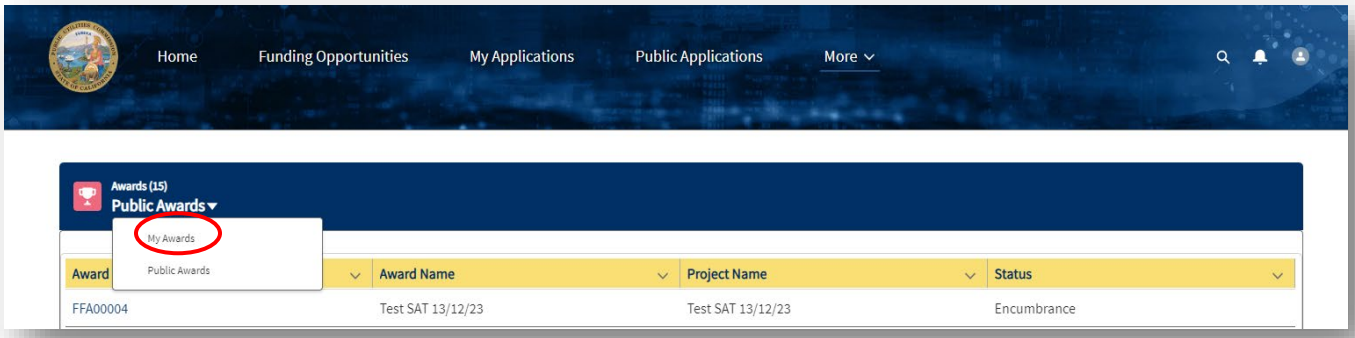
NAVIGATION

Please first log in to the Portal. On the top right corner of the webpage, please log in by clicking on the icon under the red arrow.

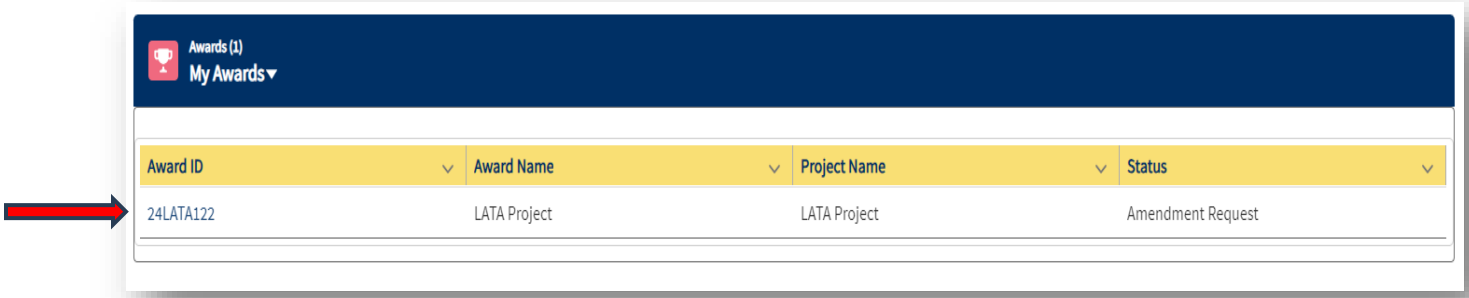
My Awards

On the homepage, there are links to the various sections within the Portal at the top of the page. These links will assist with navigating through the Portal. The "Awards" section only appears once logged in. Please click on "Awards".

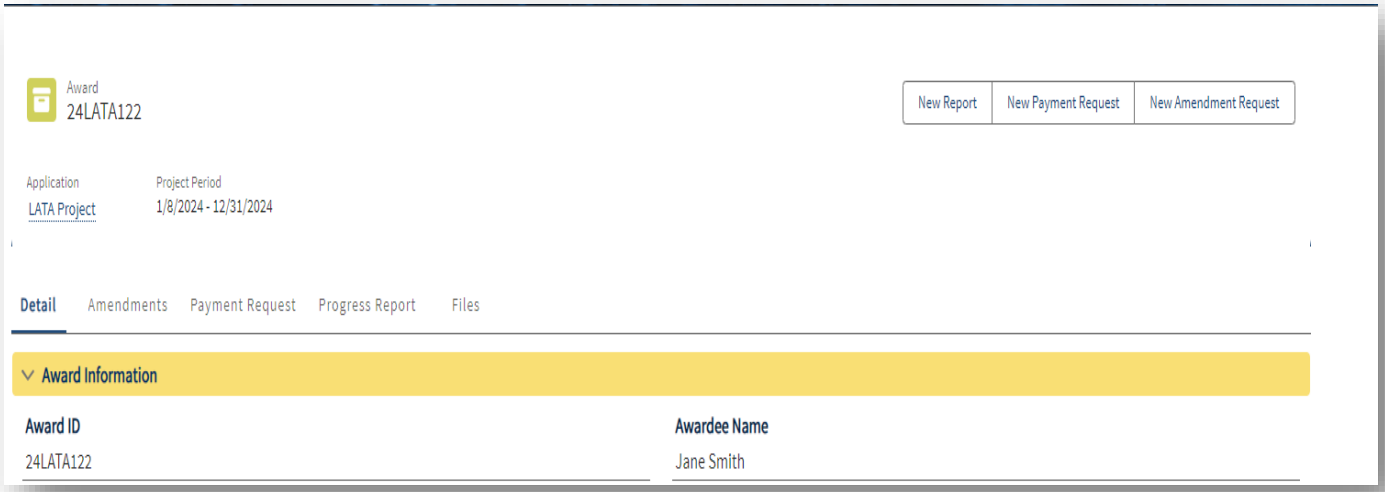
Click on "Public Awards" and select "My Awards" from the drop-down menu to view your awards.



On the "My Awards" page, under "Award ID", please click on the link to the relevant award.



Now, you can view your award "Detail" tab.

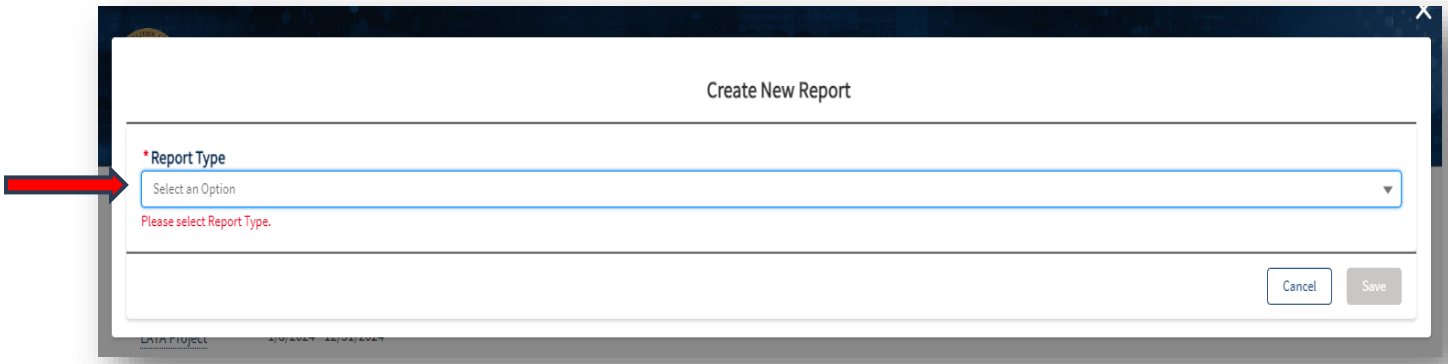


Submission of Quarterly and Monthly Contractor Reports

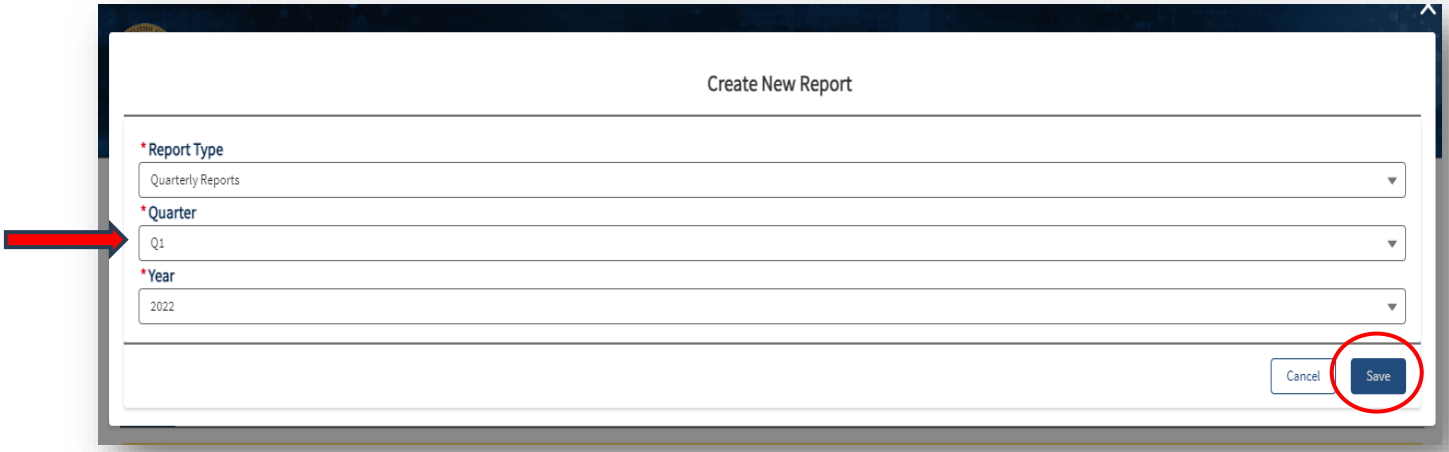
Quarterly Reports

On the Award page (please see "Navigation" section for how to access award page), please click on "New Report" in the upper right-hand corner.

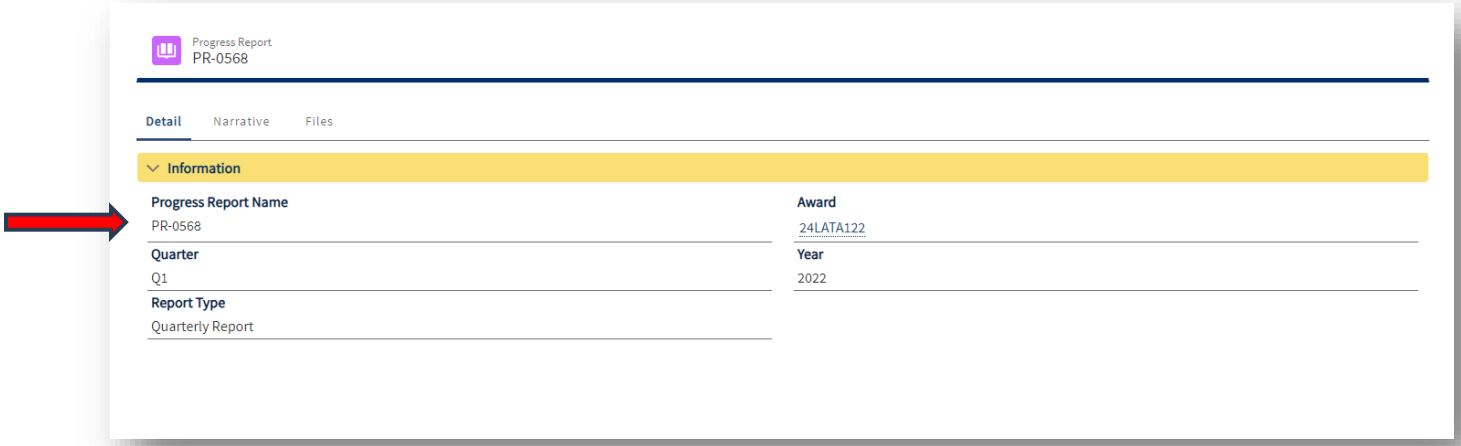
Please select "Quarterly Reports" in the pop-up window.



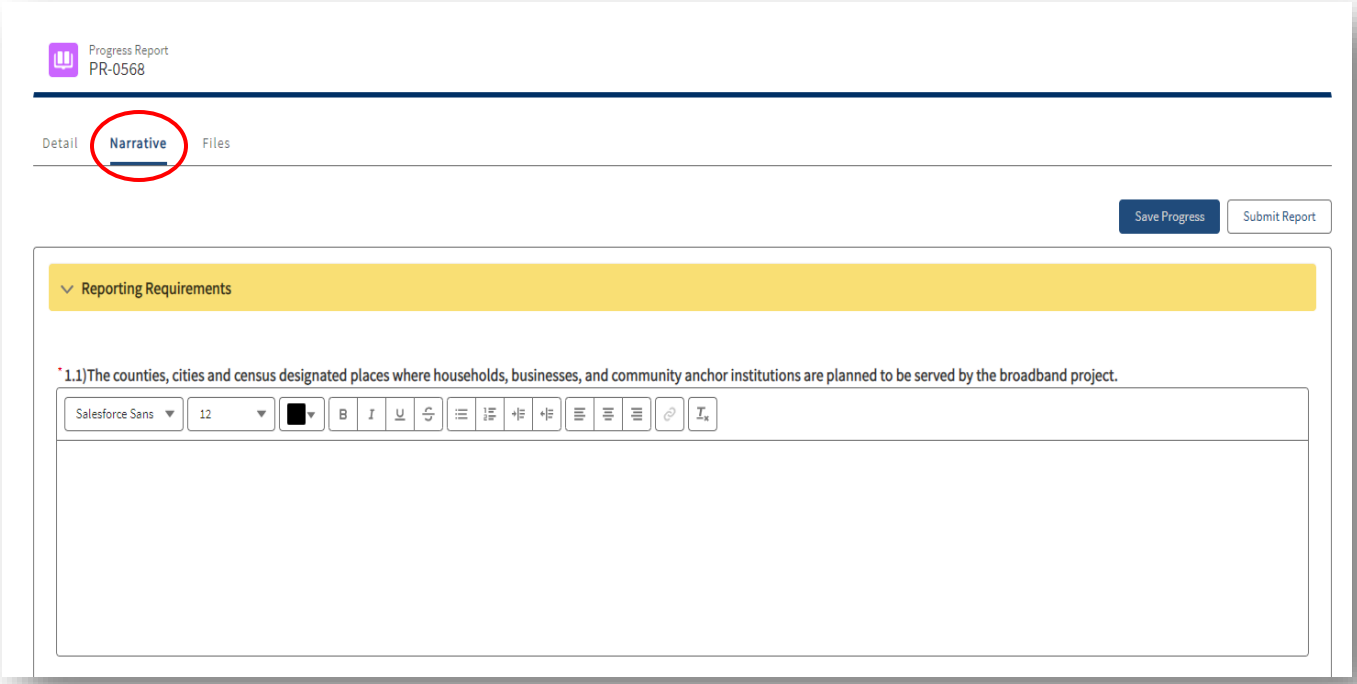
Then select the "Quarter" and "Year" of the report in which you would like to submit. Click on the "Save" button to create the report.



You can now view the Progress Report Name (PR-XXXX) under the "Detail" tab. In this example, the Progress Report Name is PR-0568.



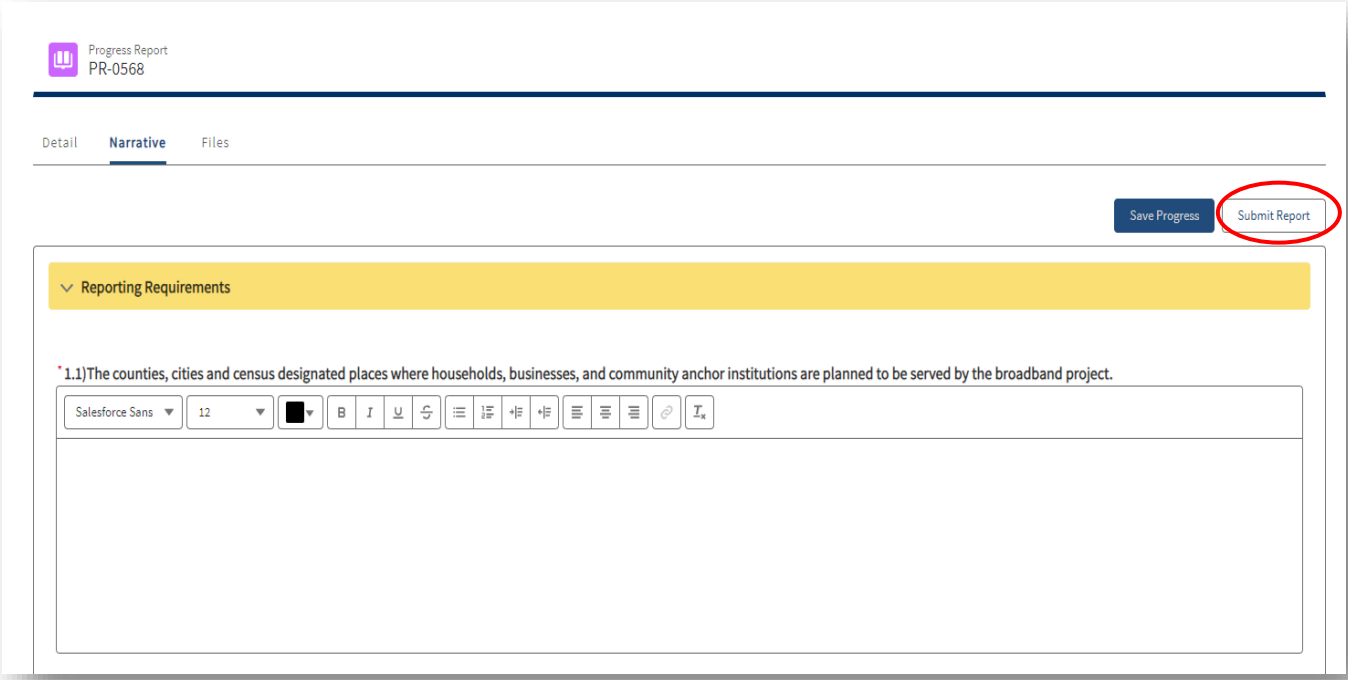
Click on the "Narrative" tab to view the questions of the report.



Please answer each question by typing in the text box. Please note you may change the font and access other formatting tools at the top of each text box. All required fields are marked with a red asterisk.

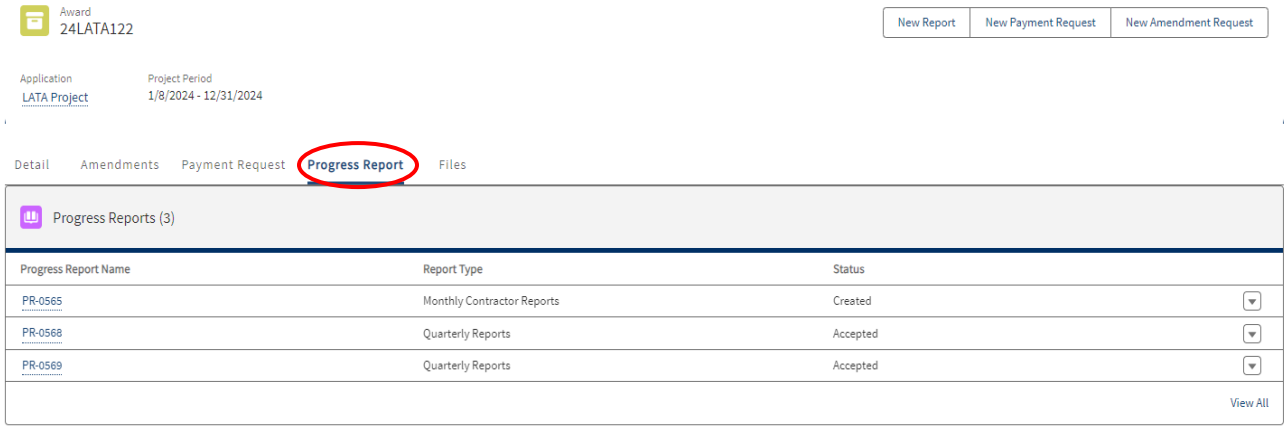
You may save your progress to complete at a later time by clicking on the "Save Progress" button.

To submit the report, please click the "Save Progress" button before submitting, then click "Submit Report" in the upper right-hand corner.

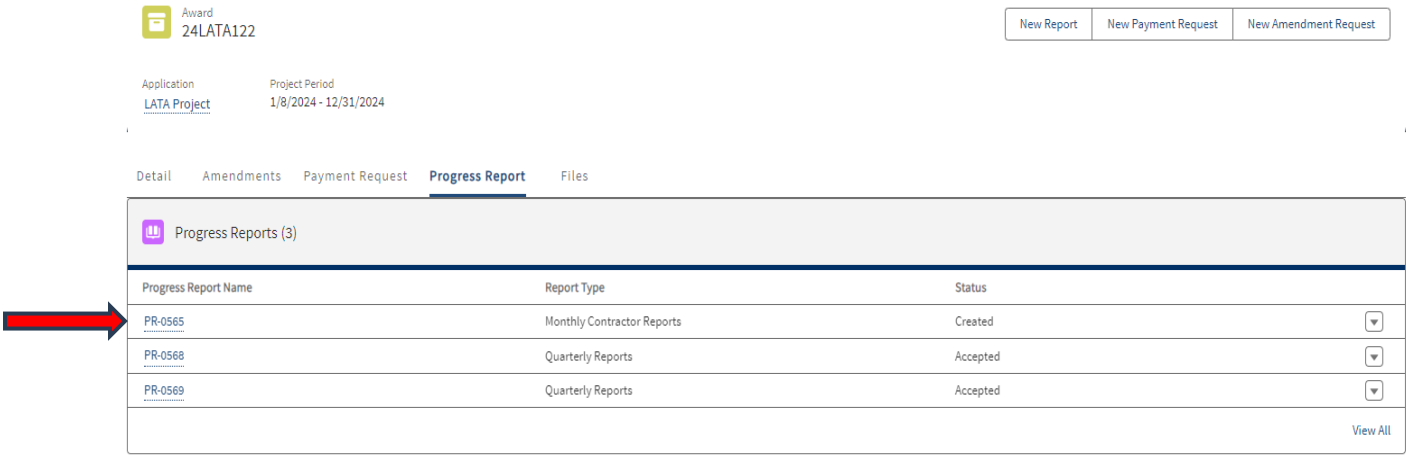


Once the report is submitted, CD staff will review the report. If there are any discrepancies with the report, you will receive an email from a CD staff member requesting a resubmittal of the quarterly report with the correction(s). You will also receive an email from grantportal.noreply@cpuc.ca.gov stating a correction is needed and that a CPUC staff member will reach out to you.

You may view all progress reports and their status under the "Progress Report" tab.



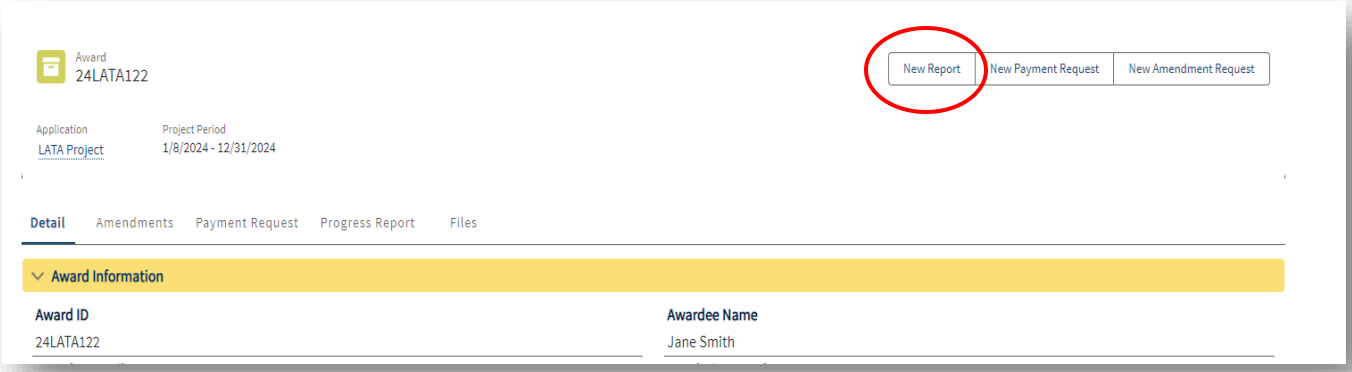
To make a correction to the report, click on the applicable Progress Report Name. Please make the changes to the applicable fields that require correction, and then click the "Submit Report" button. Please note that you cannot make changes to reports once they have been approved.



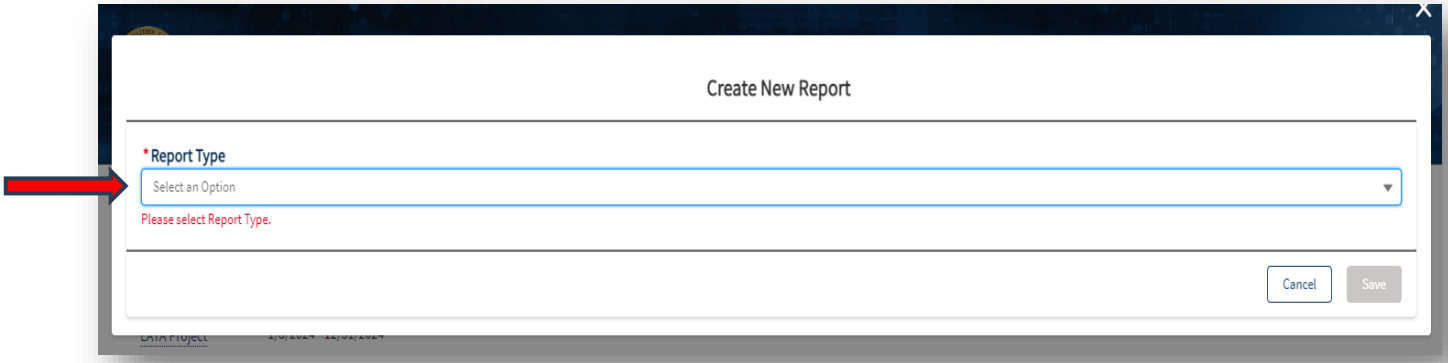
Once the report is approved, you will receive an email from grantportal.noreply@cpuc.ca.gov with a letter of approval.

Monthly Contractor Reports

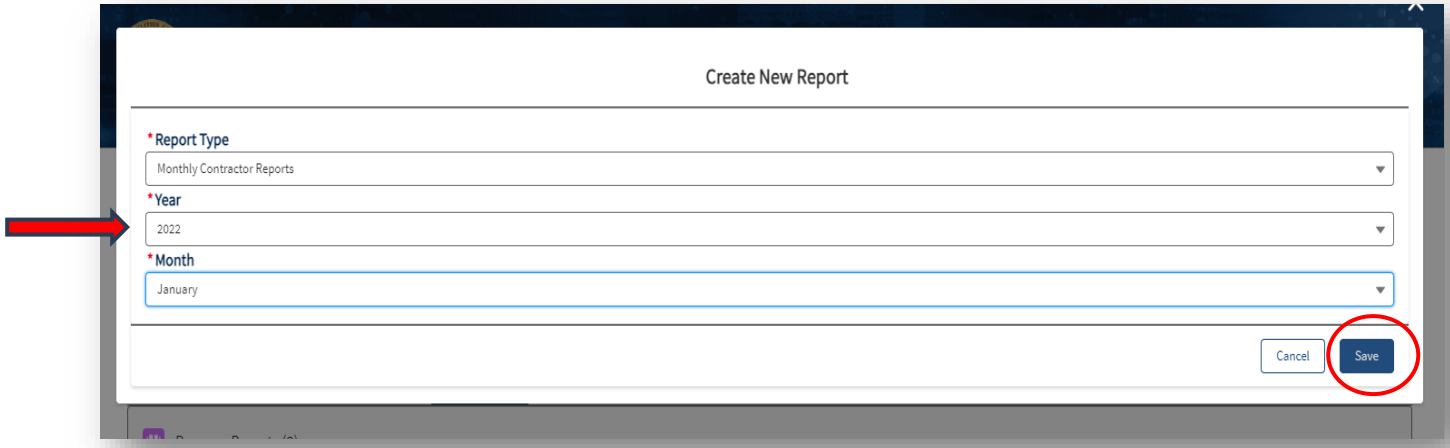
On the Award page, please click on "New Report" in the upper right-hand corner.



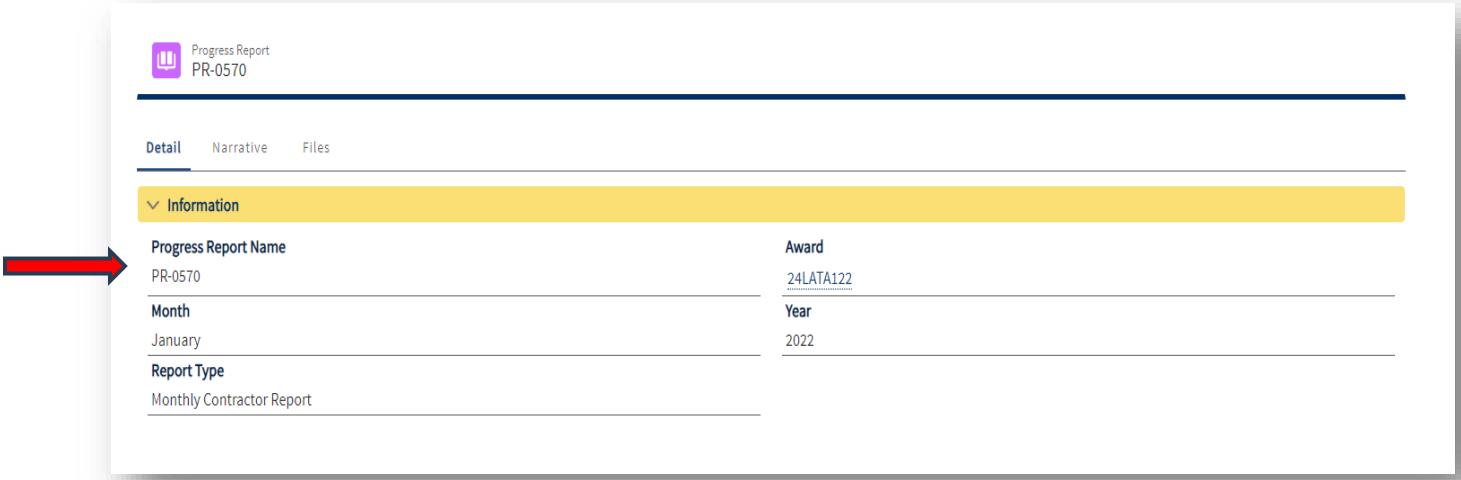
Please select "Monthly Contractor Reports" in the pop-up window.



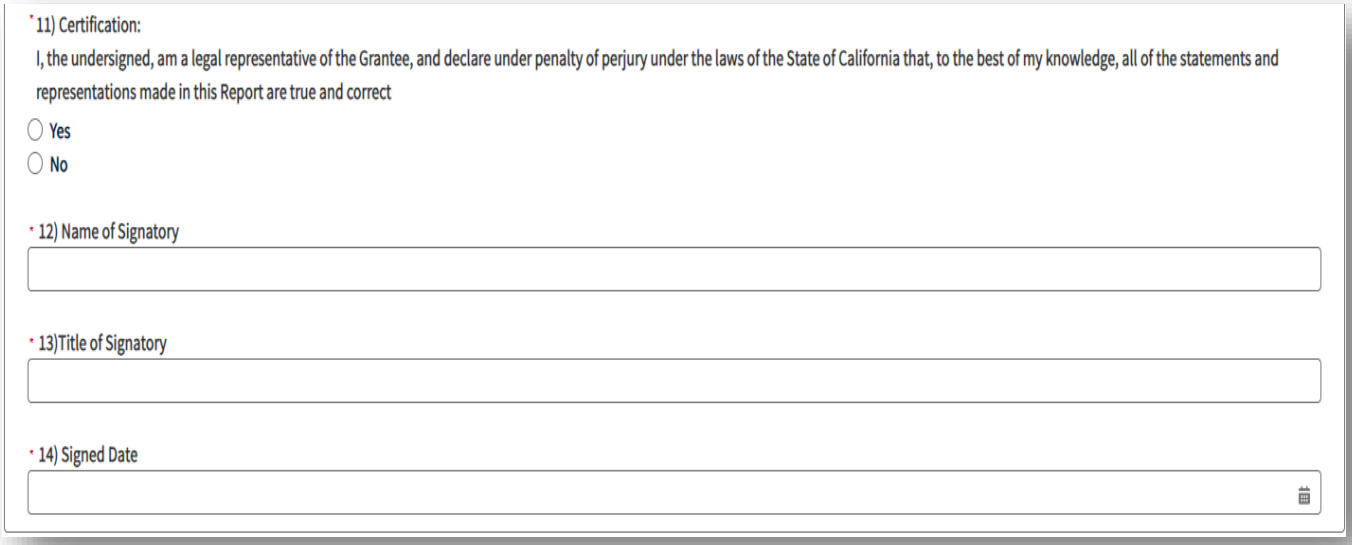
Please enter the "Year" and "Month" for the report you are submitting. Click on the "Save" button to create the report.



You may now view the Progress Report Name for the report. In this example, progress report name is PR-0570.

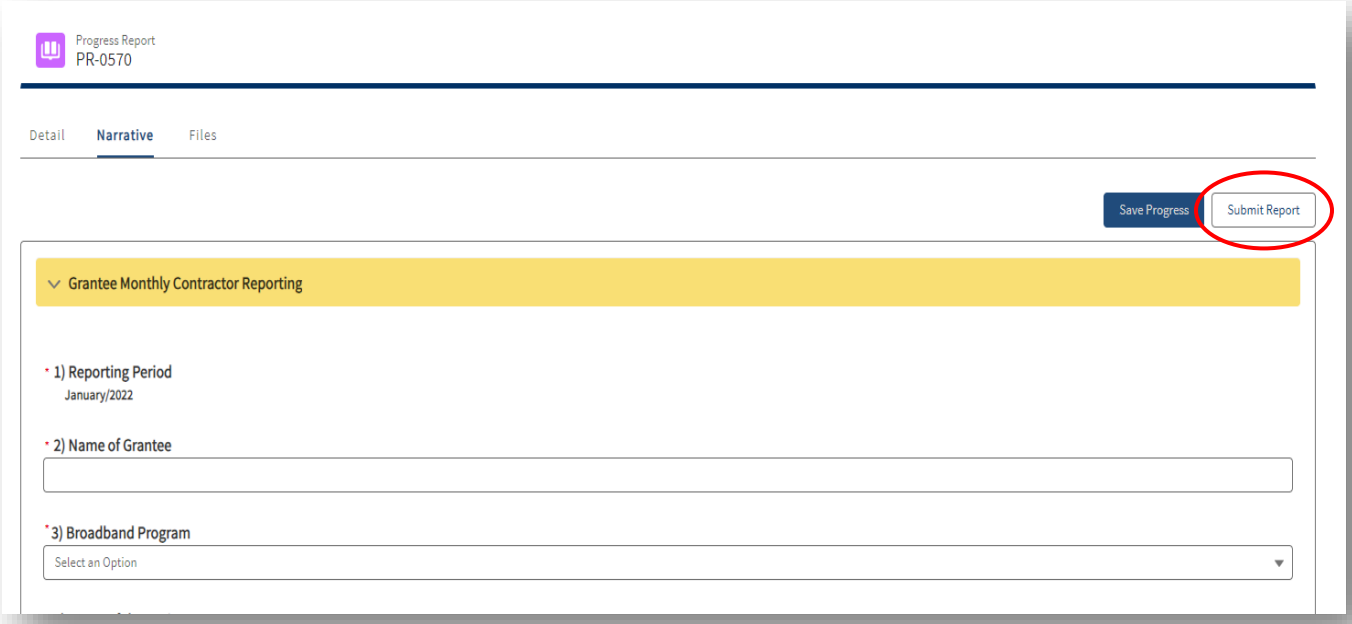


Please enter data into all required fields with a red asterisk. For question 3) "Broadband Program", please select "Local Agency Technical Assistance." You will also be required to certify that all statements are true and correct and electronically sign the document before submitting.



You may save your progress to complete at a later time by clicking on the "Save Progress" button.

To submit the report, please click the "Save Progress" button before submitting, then click the "Submit Report" button in the upper right-hand corner.



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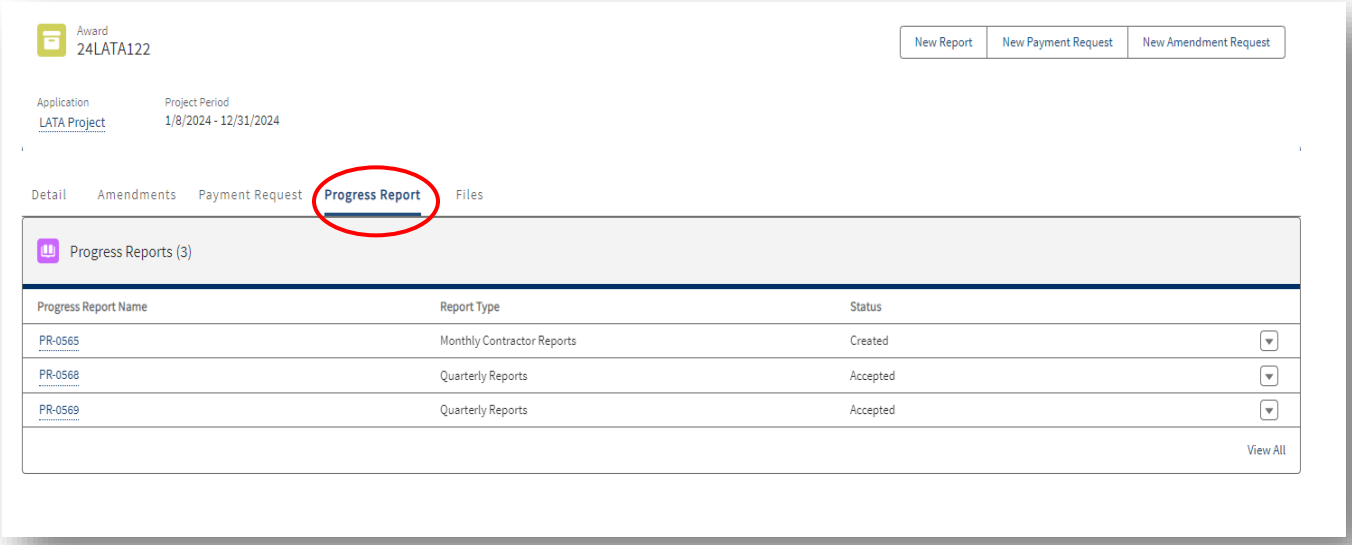
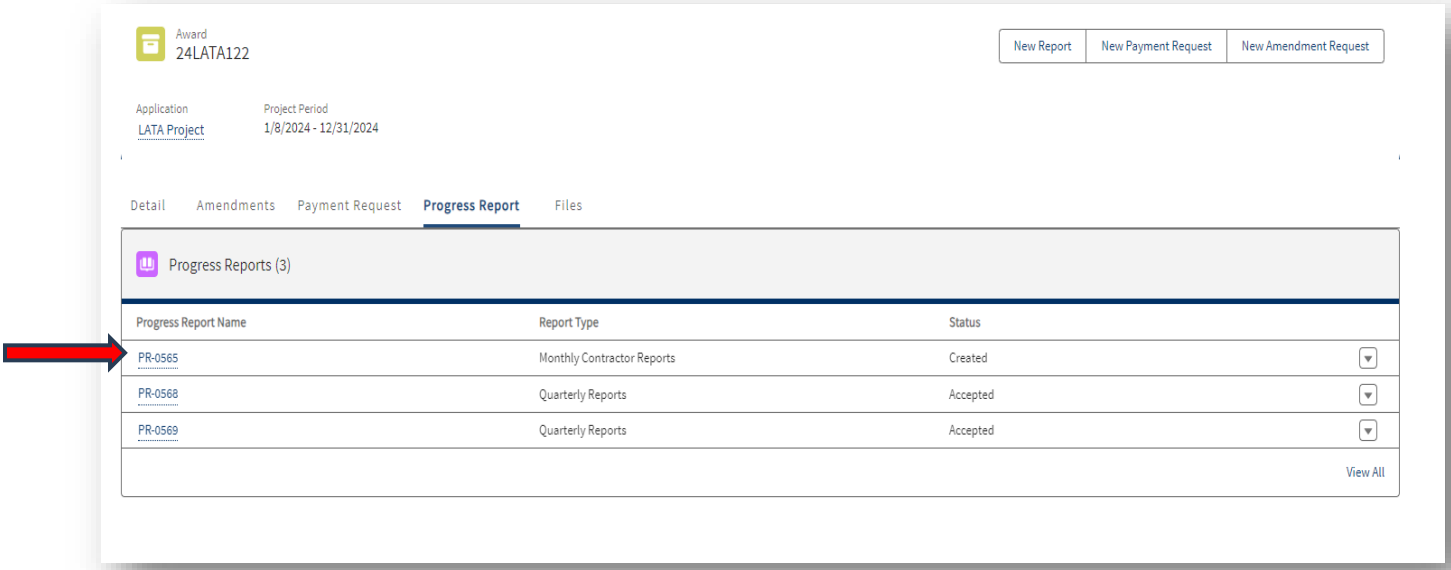


To make a correction to the report, click on the applicable Progress Report Name. Please make the changes to the applicable fields that require correction, and then click the "Submit Report" button. Please note that you cannot make changes to reports that have been approved.



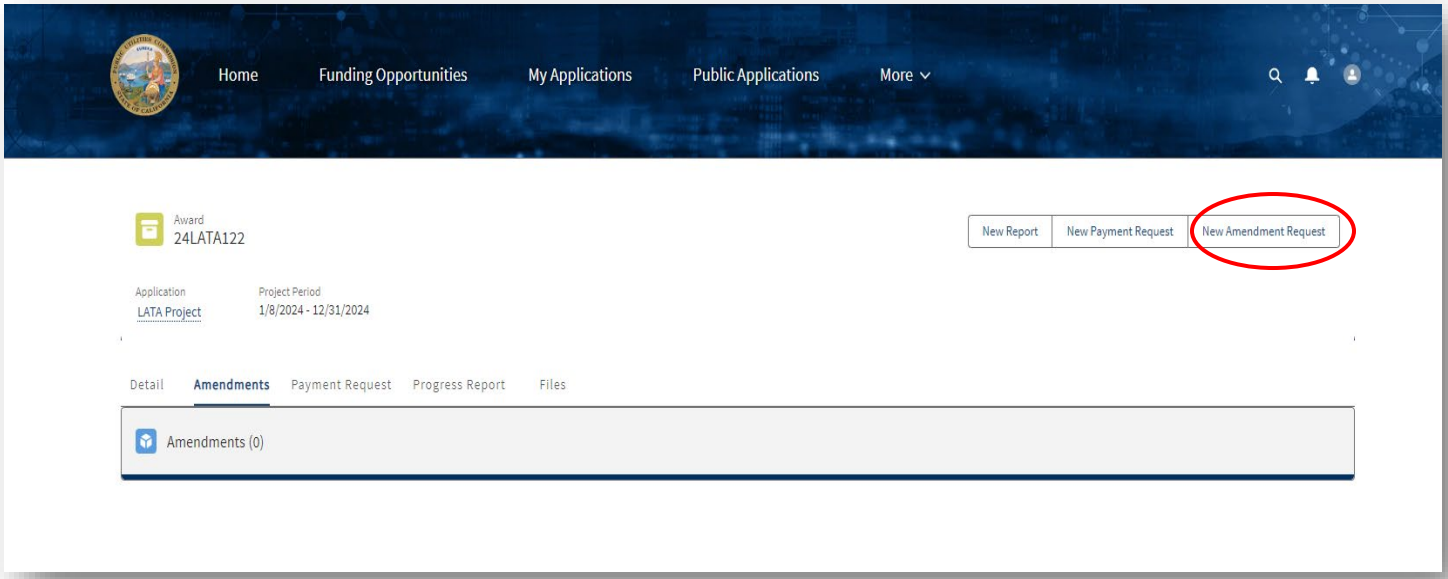
Once the report is approved, you will receive an email from grantportal.noreply@cpuc.ca.gov with a letter of approval.

AMENDMENT REQUESTS

Amendment requests include any changes to the awarded grant's budget, project scope, timeline, or other significant change to the grant award.

For any award modification request to your grants award, please use the following instructions:

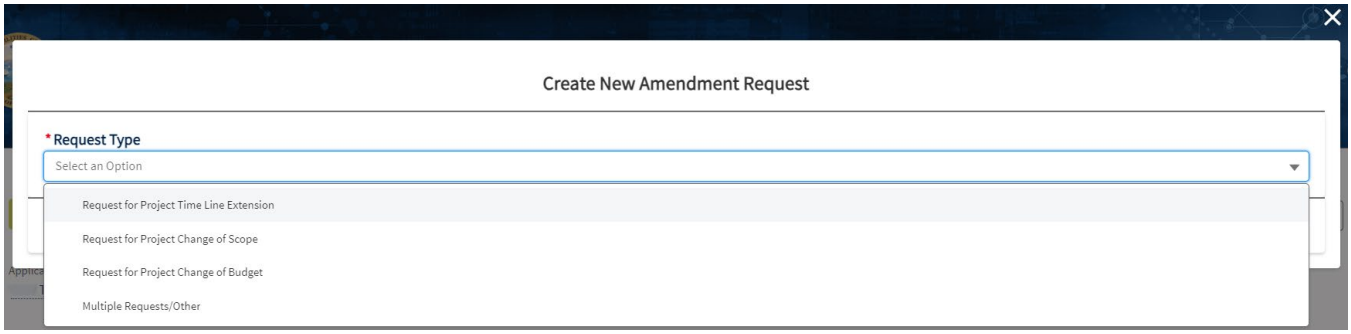
In the Award page, click on the "New Amendment Request" button.

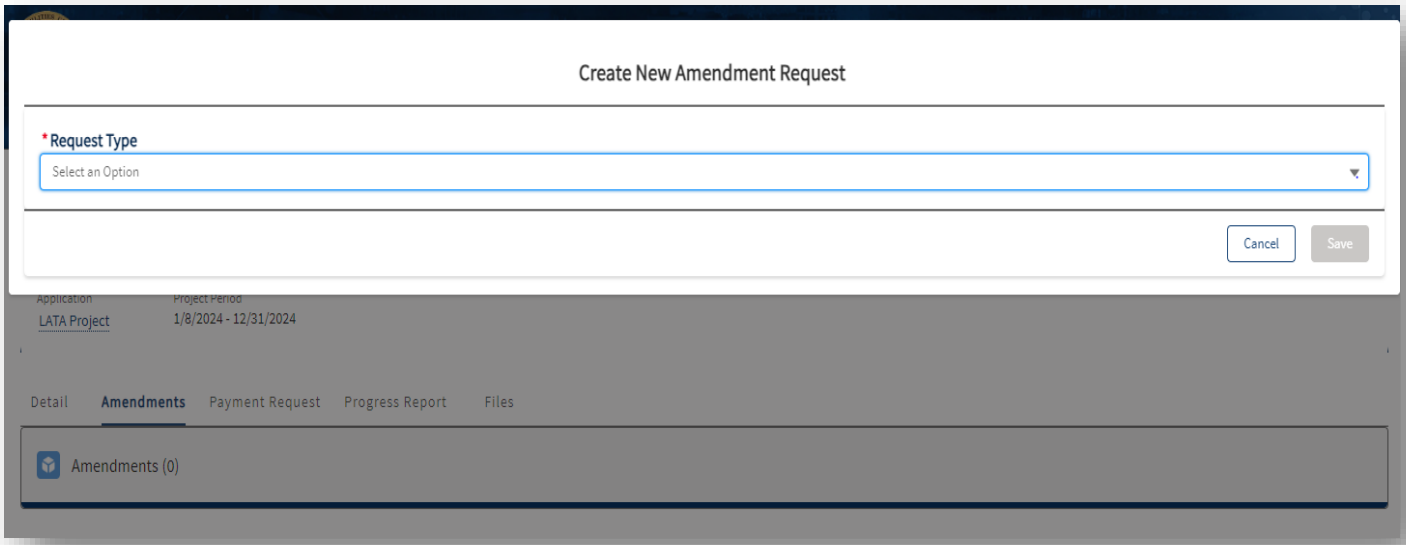


Select the type of request from the drop-down box.

- Request for Project Timeline Extension
- Request for Project Change of Scope
- Request for Project Change of Budget
- Multiple Requests/Other

If there are multiple type of amendment requests or the request is not listed, please select "Multiple Requests/Other."

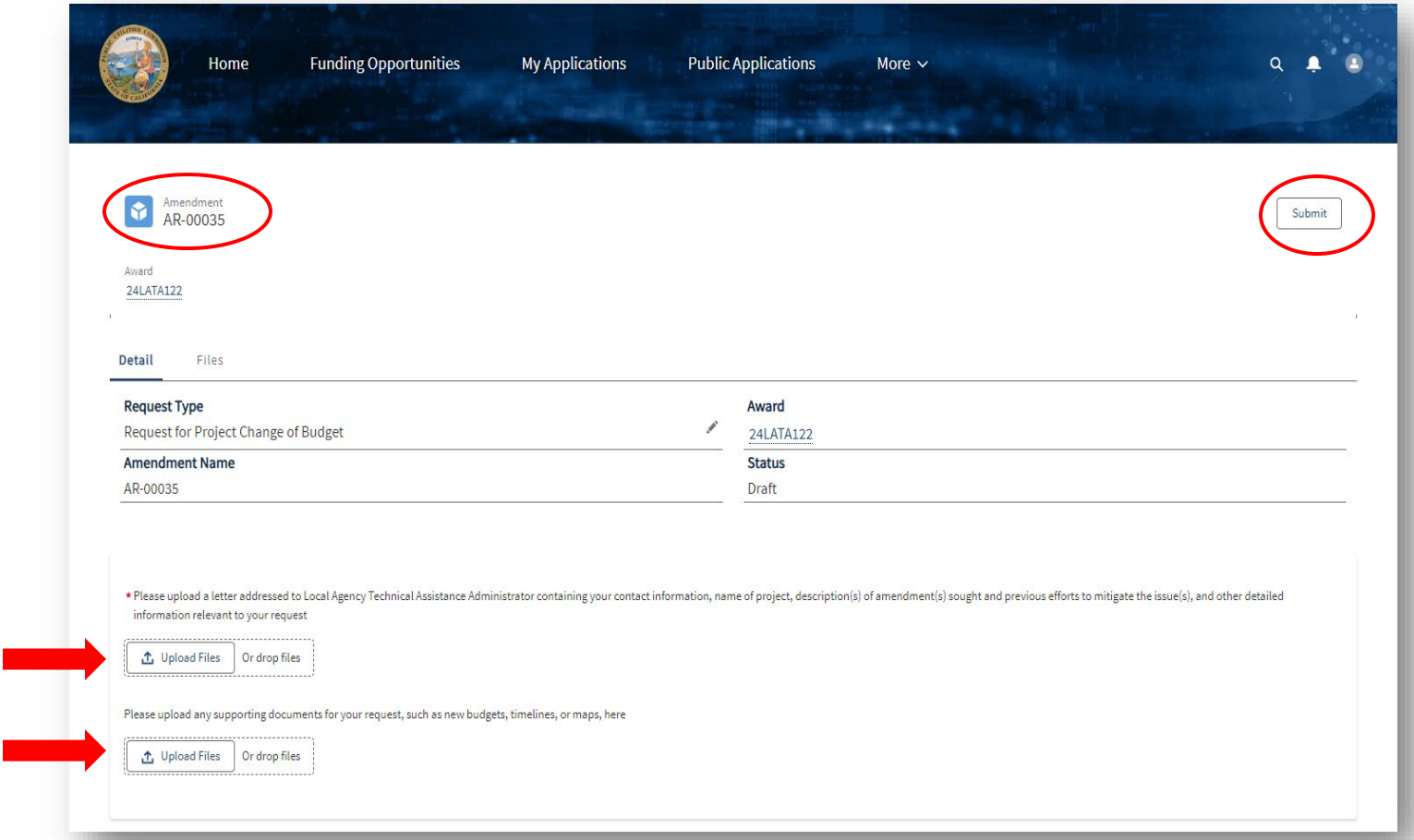




Once saved, an Amendment ID (AR-XXXXX) will display at the top left. In this example, the Amendment ID is AR-00035.

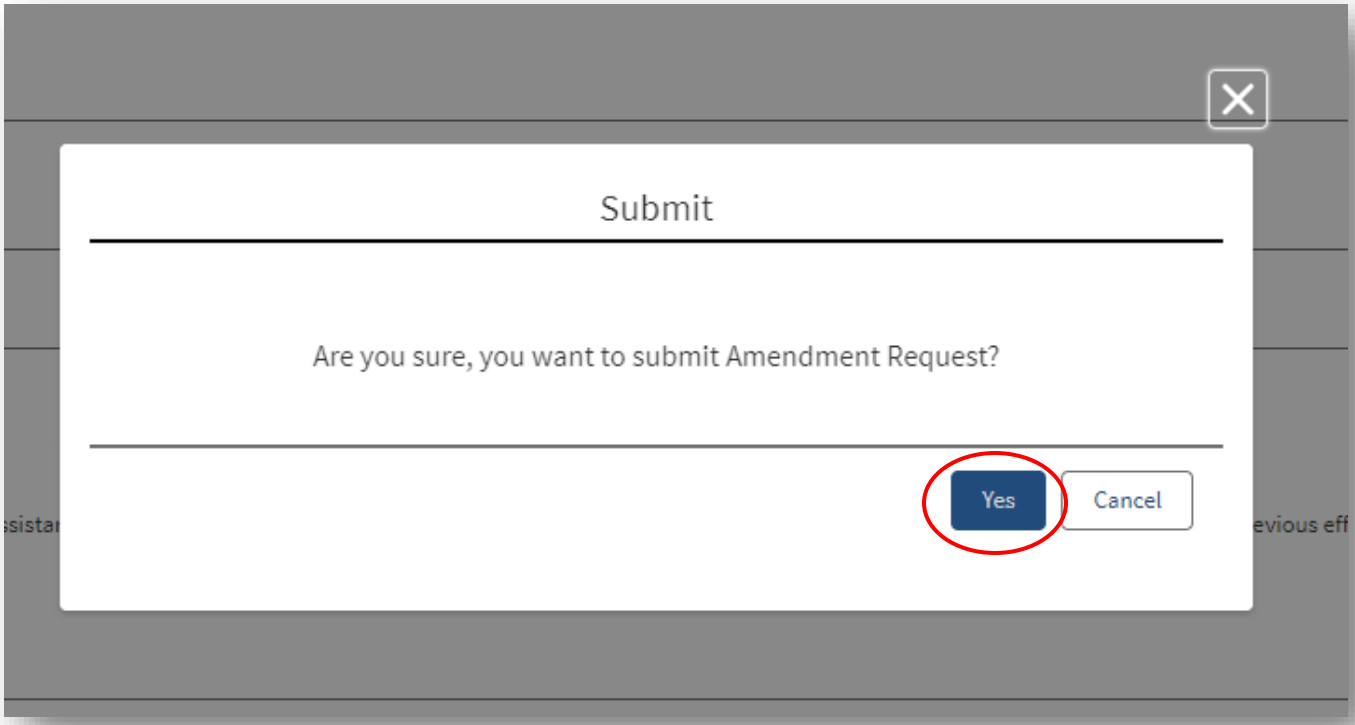
Under the "Details" tab, please upload a letter addressed to Local Agency Technical Assistance Administrator containing your contact information, name of project, description(s) of amendment(s) sought and other detailed information relevant to your request. Please click on "Upload Files" to attach the document. You may upload multiple files.

Next, please upload any supporting documents for your request, such as new budgets, timelines, or maps. Please also included an amended LATA Grant Application. Please click on "Upload Files" to attach the document. You may upload multiple files. Please see the "How to Upload Files" section of this Guide for further instructions.



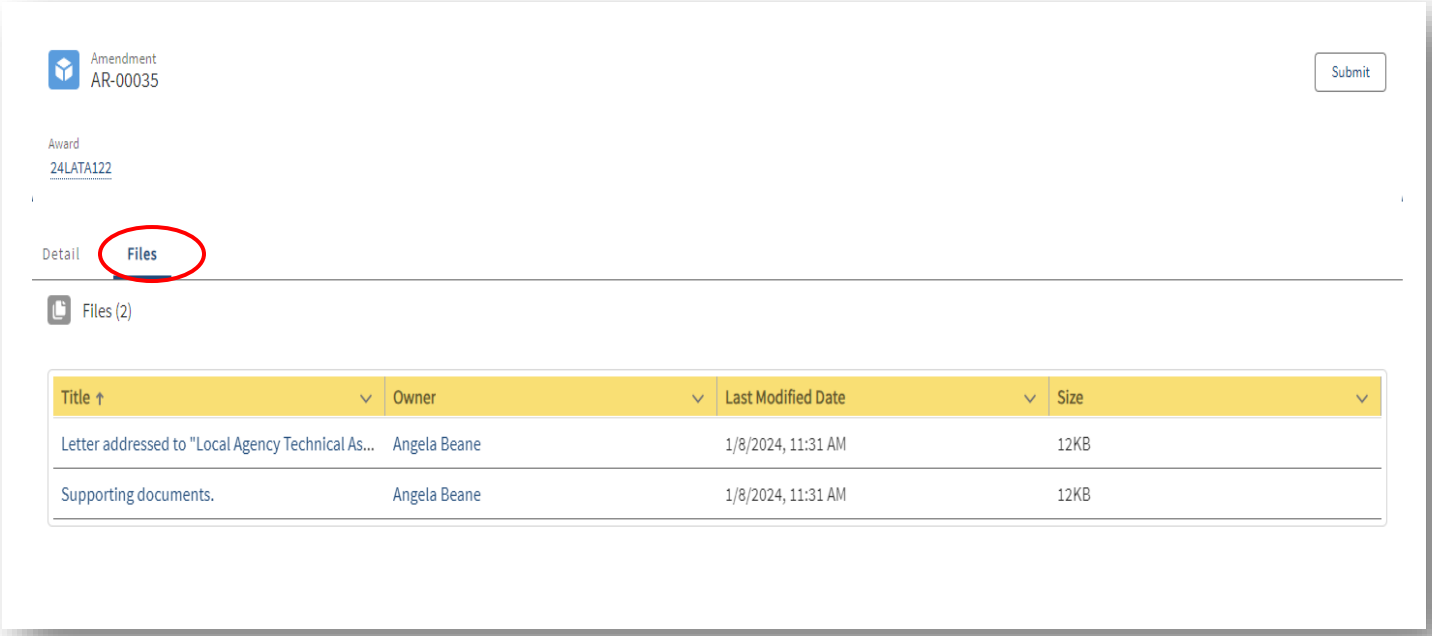
Once you have uploaded all applicable files, please click the "Submit" button at top right corner.

Please click "Yes" to submit the request.



Once the amendment is successfully submitted, you will receive an email from grantportal.noreply@cpuc.ca.gov verifying your request has been received.

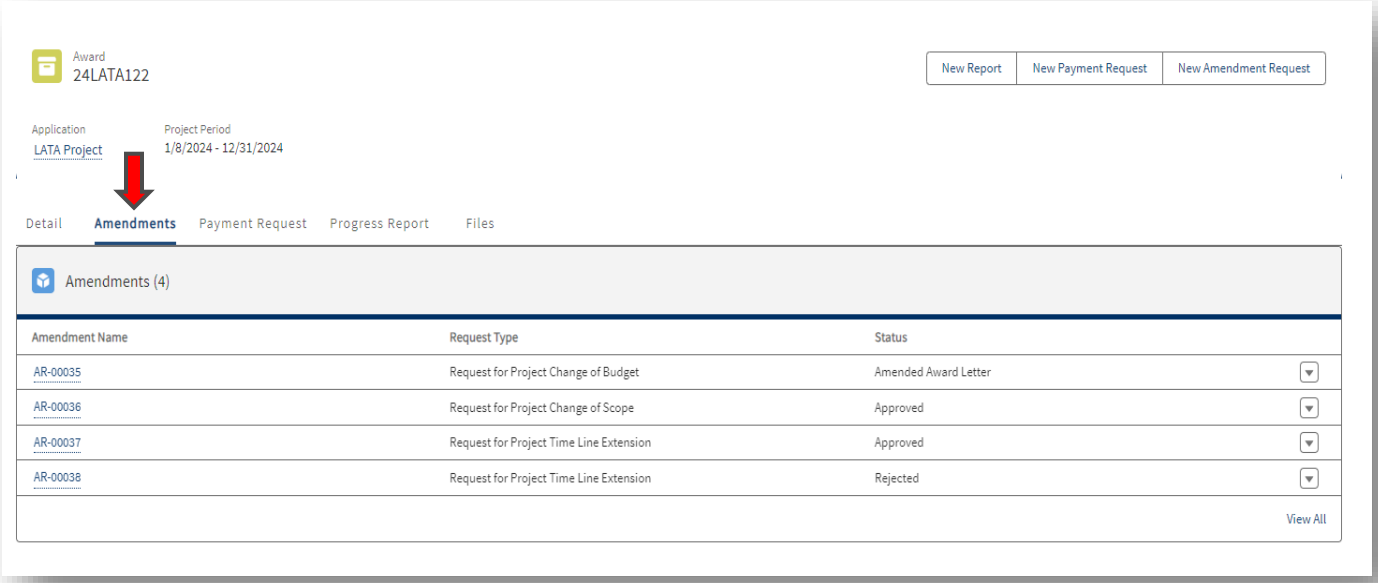
You may view the files you have submitted under the "Files" tab.



Once approved by CD Staff, an email will be sent from the Communications Division to the key project contact's email on file with either approval or denial. If rejected, CD staff will follow up with you with details supporting the rejection and how to correct the amendment request. You will also receive an email from grantportal.noreply@cpuc.ca.gov regarding the denial.

Please note: to make a correction, you will need to submit a new amendment request.

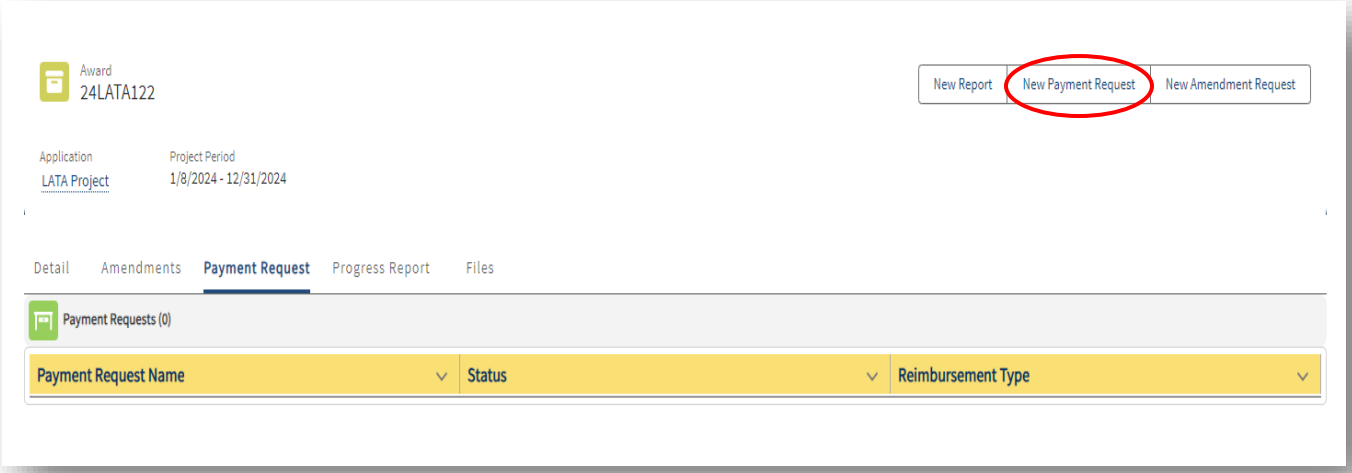
You may view the status of any Amendment by clicking on the "Amendments" tab on the Award page.



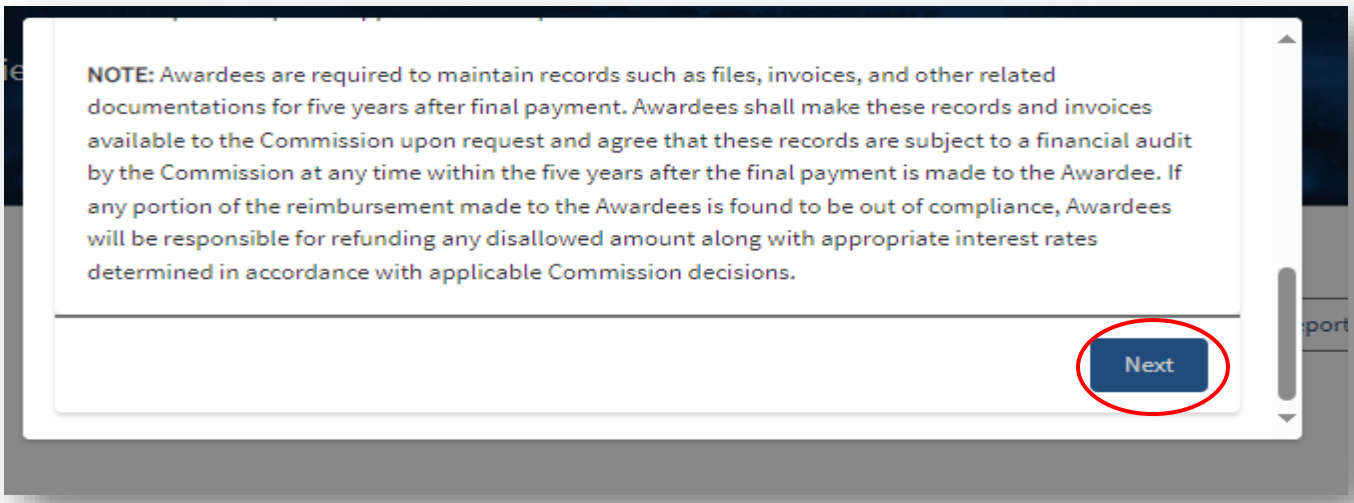
Payment Requests/Completion Reports

You may request a partial or full/final reimbursement payment for your LATA project. Please use the following steps:

On the Award page, click on "New Payment Request" in the top right corner.



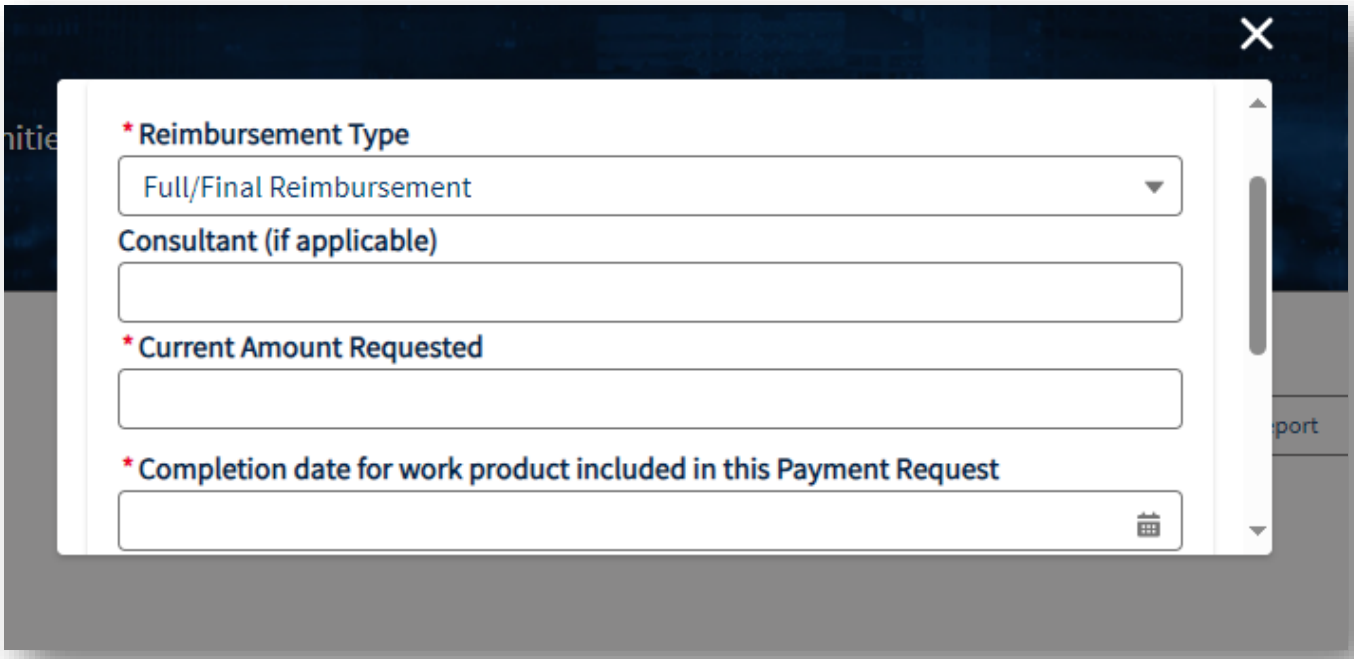
A pop-up box will appear with a Disclaimer. Please read the Disclaimer and scroll down to locate the "Next" button. Click on "Next" to continue.



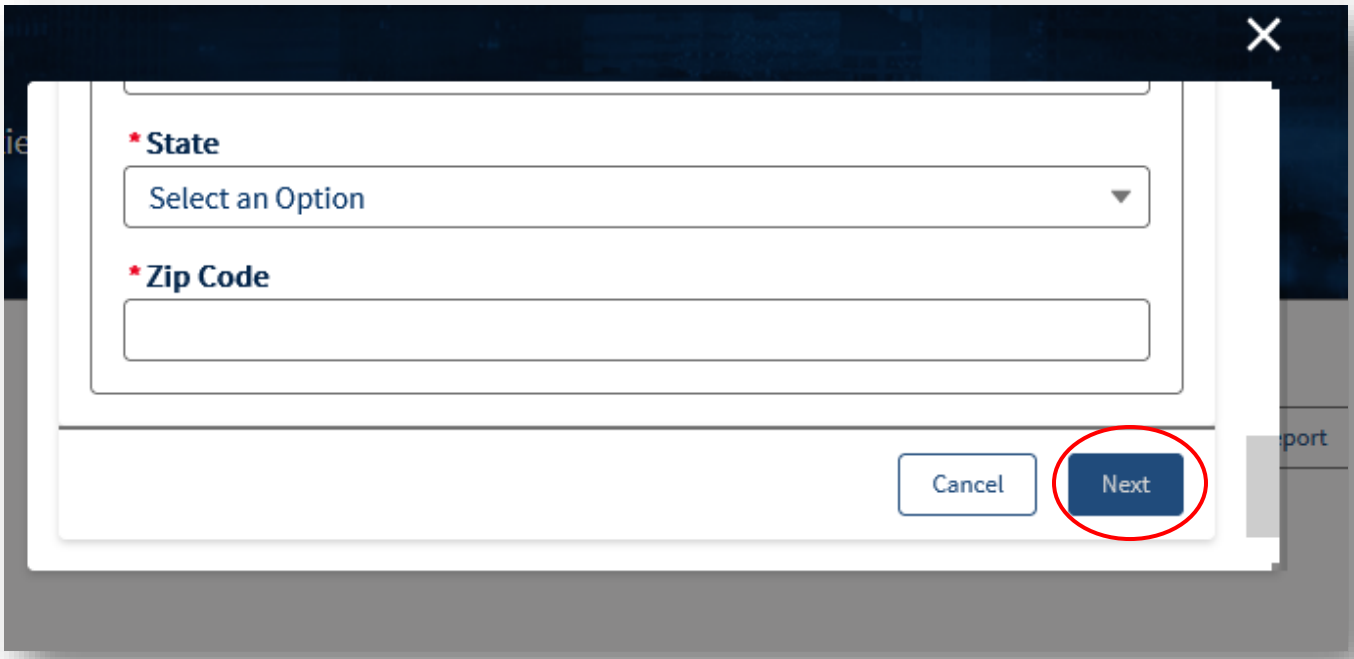
To create the Payment Request, please select a Reimbursement Type by clicking on the down arrow and then selecting either "Partial Reimbursement" or "Full/Final Reimbursement." Partial Reimbursement requests are reimbursement for completed work products that does not comprise of the entire project. "Full/Final Reimbursement" is for a request for reimbursement for the entire project. Please note that the CPUC will only reimburse for whole completed work products.

Once a reimbursement type has been selected, please fill out the following fields:

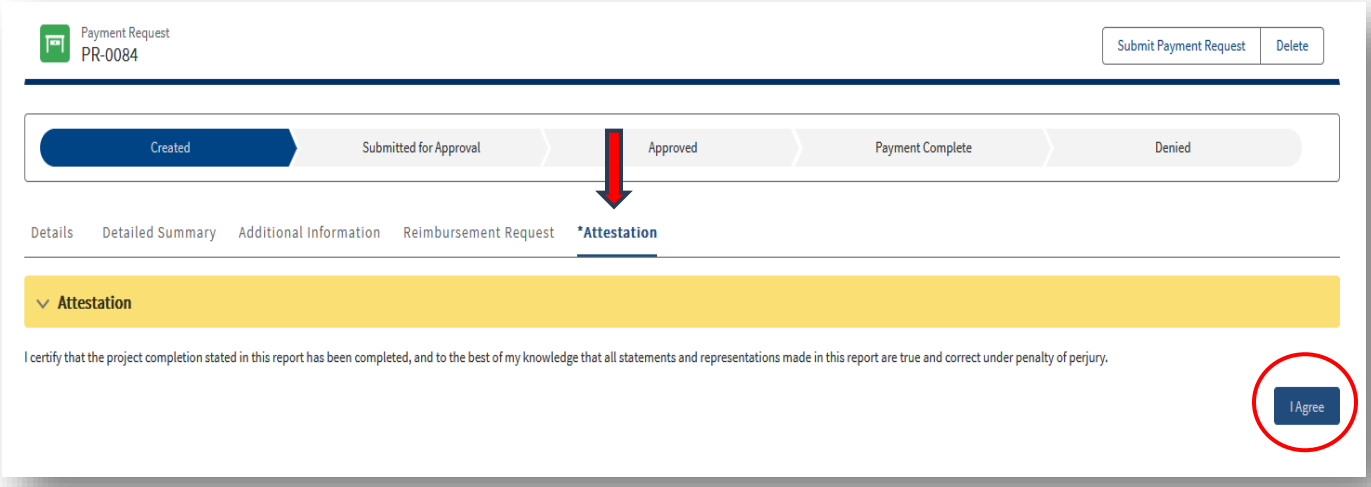
- Consultant (if applicable)
- Current Amount Requested (how much are you asking for the reimbursement)
- Completion date for work product included in this Payment Request (please click on calendar icon to select date)
- Work Product (Please list all work products you are requesting reimbursement for. You may find the work products listed on the budget summary tab of your LATA application)
- Address to which the payment will be sent (please list the address for which you will want to receive a check)



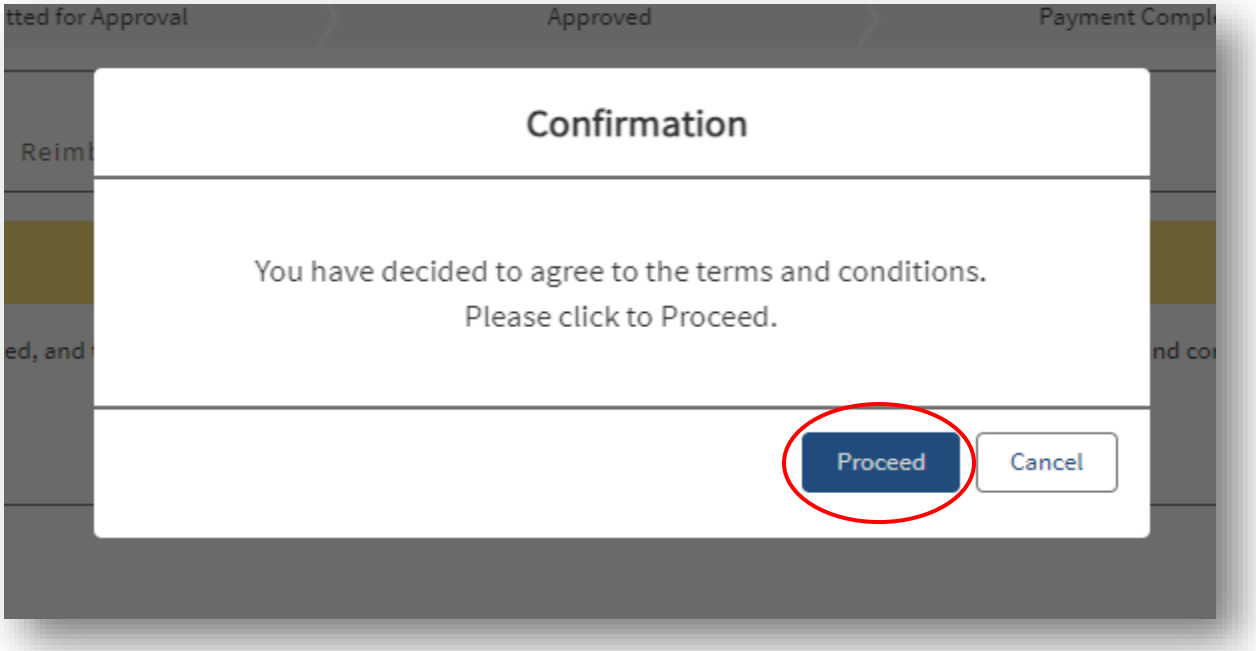
Fill out all required fields (with asteriks), including the Payment Address to which the payment will be mailed to. Click on "Next" to continue.



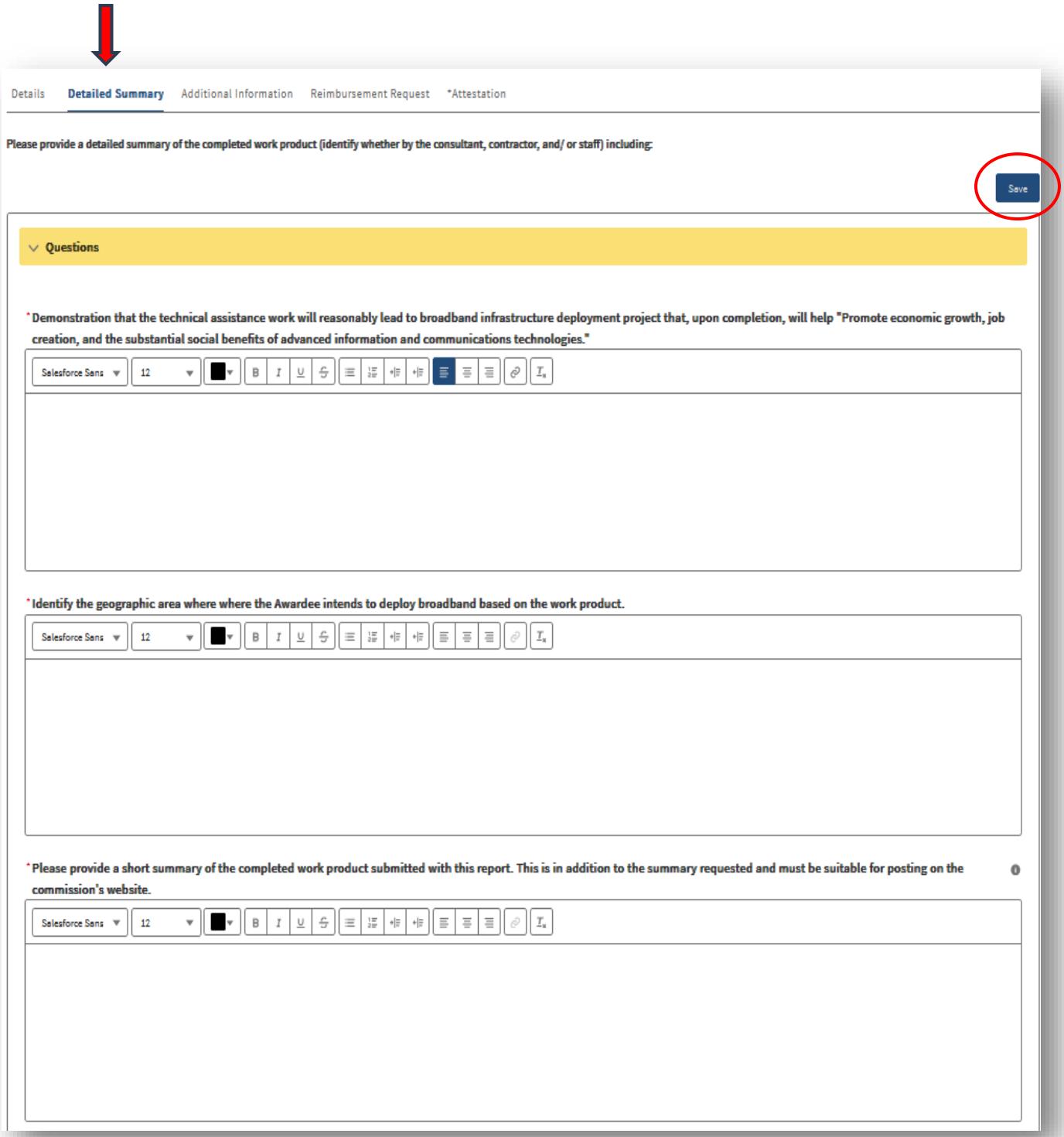
Click on the "Attestation" tab, review the attestation statement, and click "I Agree". You may not proceed with the payment request until the attestation has been completed.



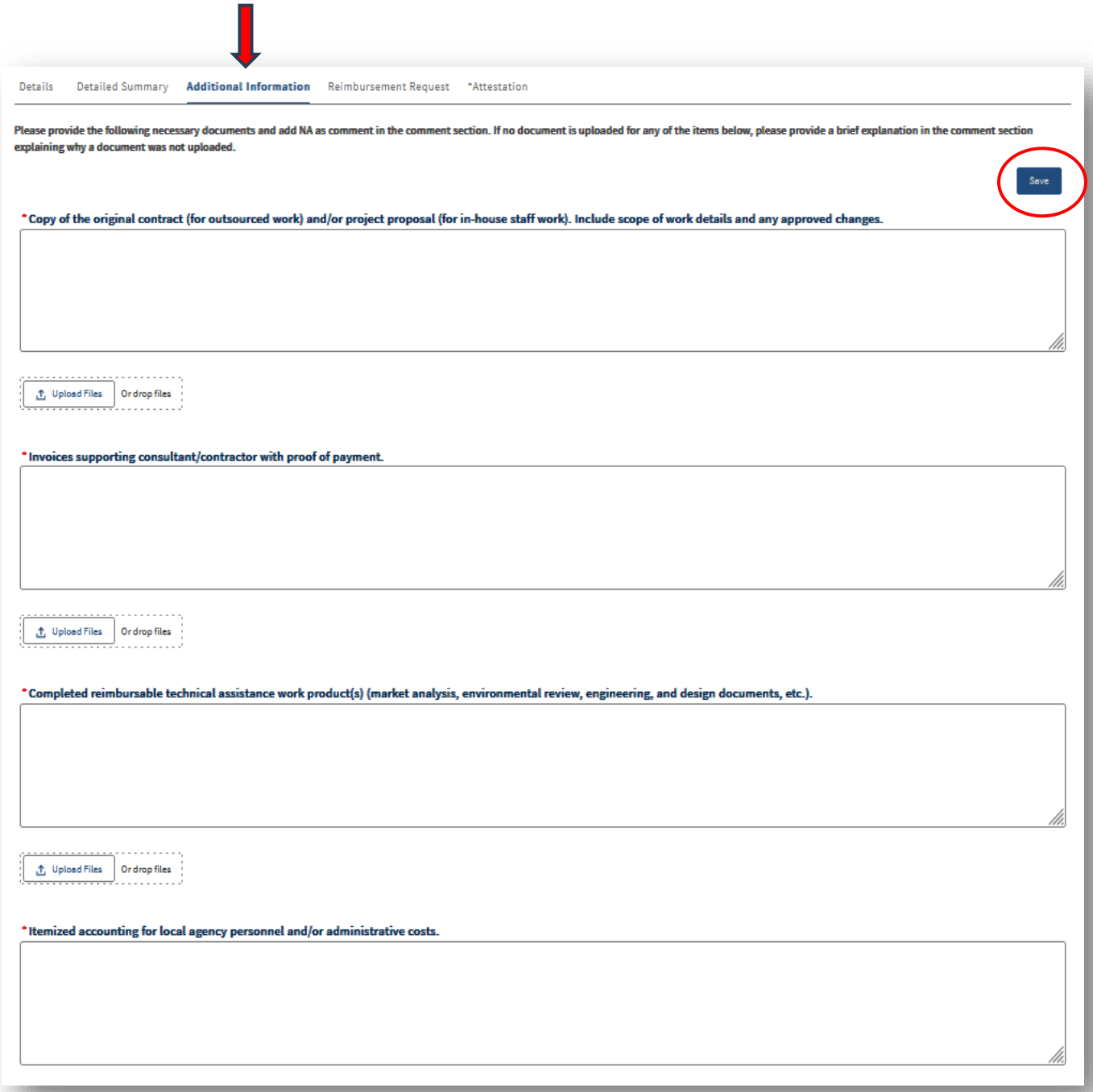
Click “Proceed”.

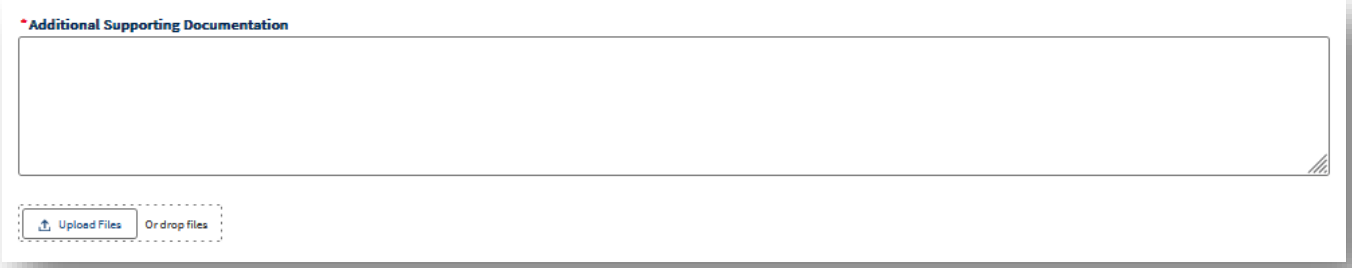


Click on the "Detailed Summary" tab. Fill out the three questions and then click on "Save".



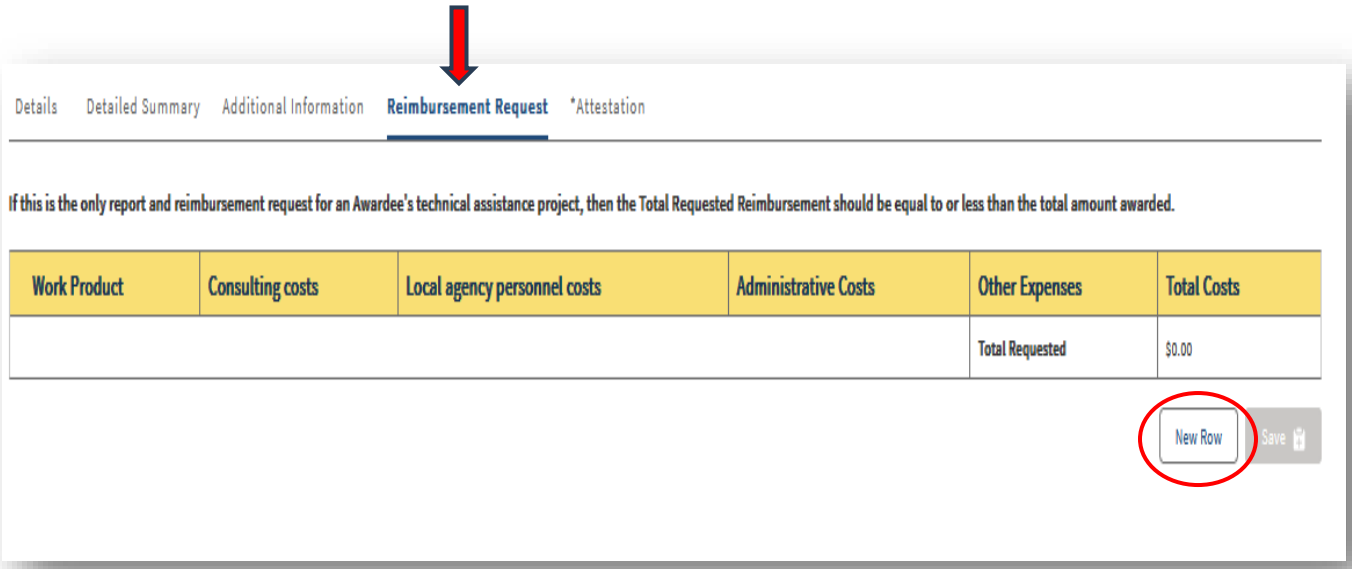
Next, click on the "Additional Information" tab. Answer all five questions and then click on "Save". Please remember to upload requested file attachments.



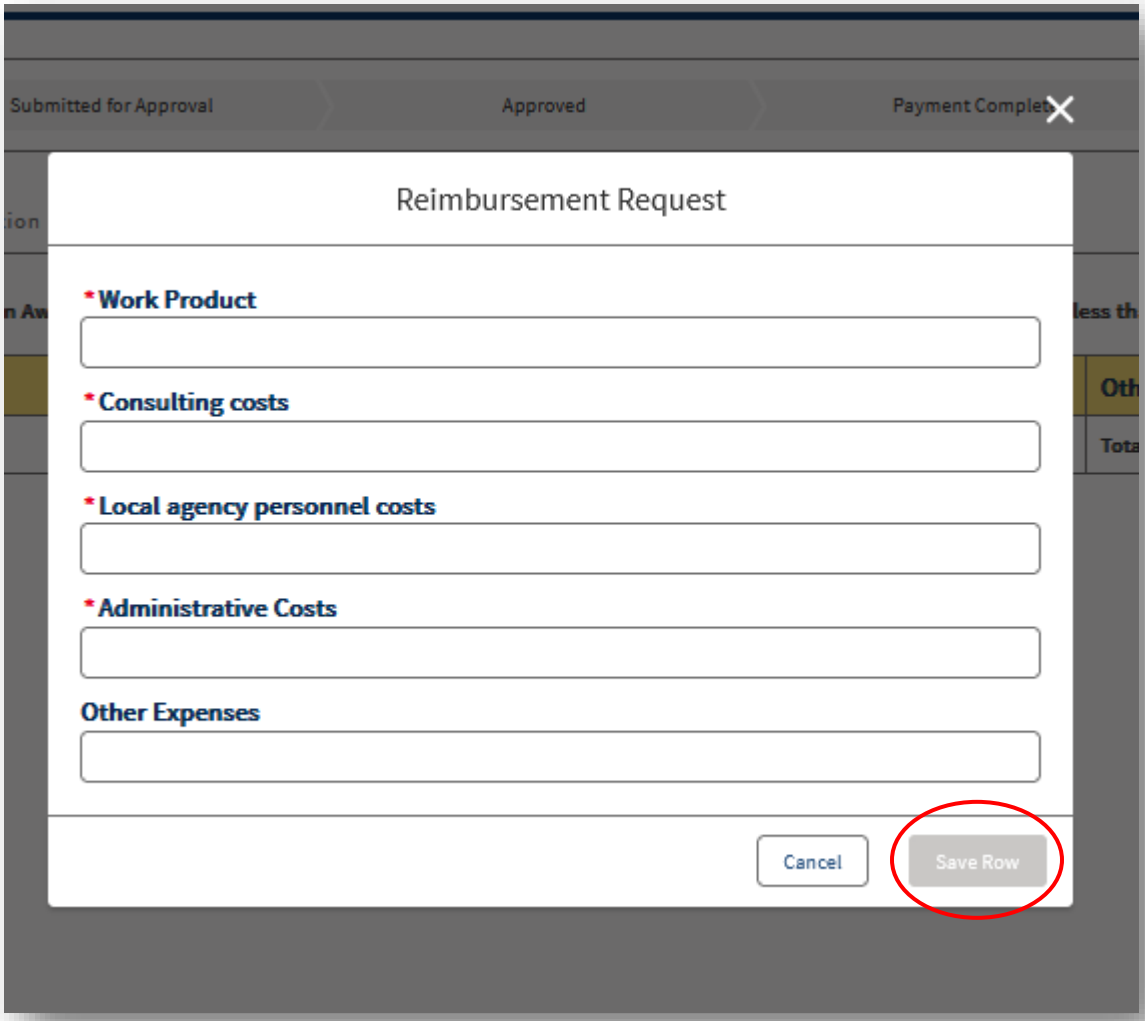


For the Additional Supporting Documentation question, you may type "N/A" if not applicable.

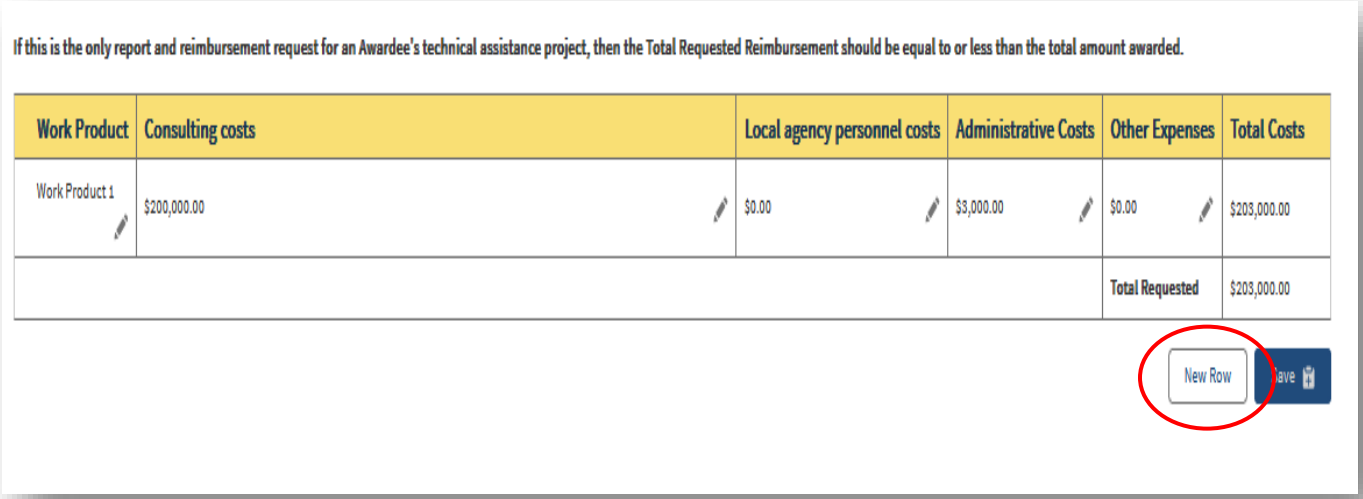
Next, click on the Reimbursement Request tab. Click on the "New Row" button to add reimbursement cost details.



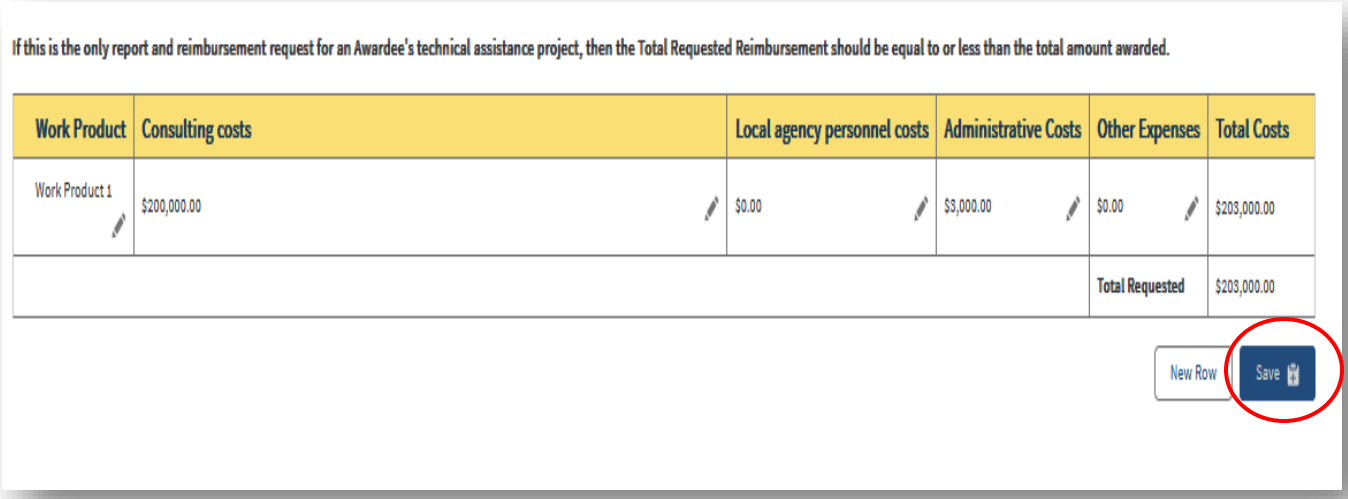
Fill out all required fields (indicated by a red asterisk) and click on the "Save Row" button. For the Work Product field, please give the name of the Work Product identified in the budget summary of the approved LATA award. For Consulting costs, local agency personnel costs, administrative costs, and other expenses, please give responses in dollars ($).



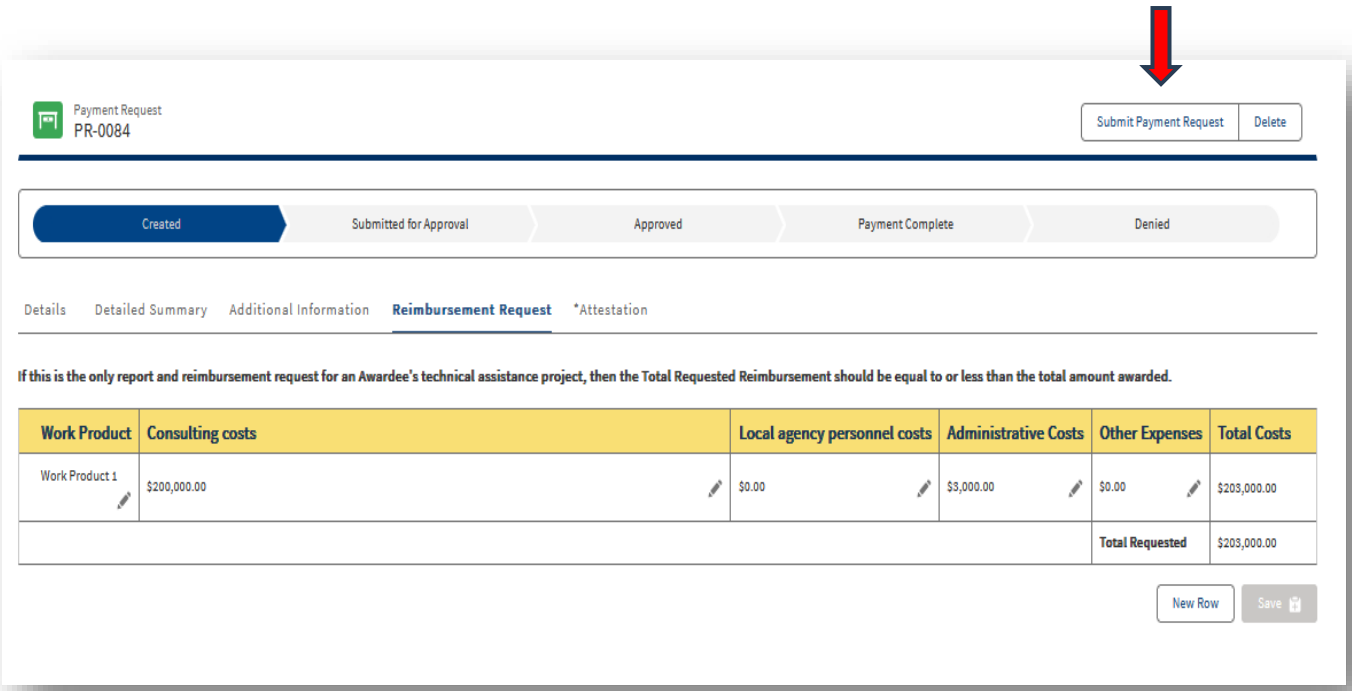
For every work product identified in the budget, please add a new row by clicking on the "New Row" button.



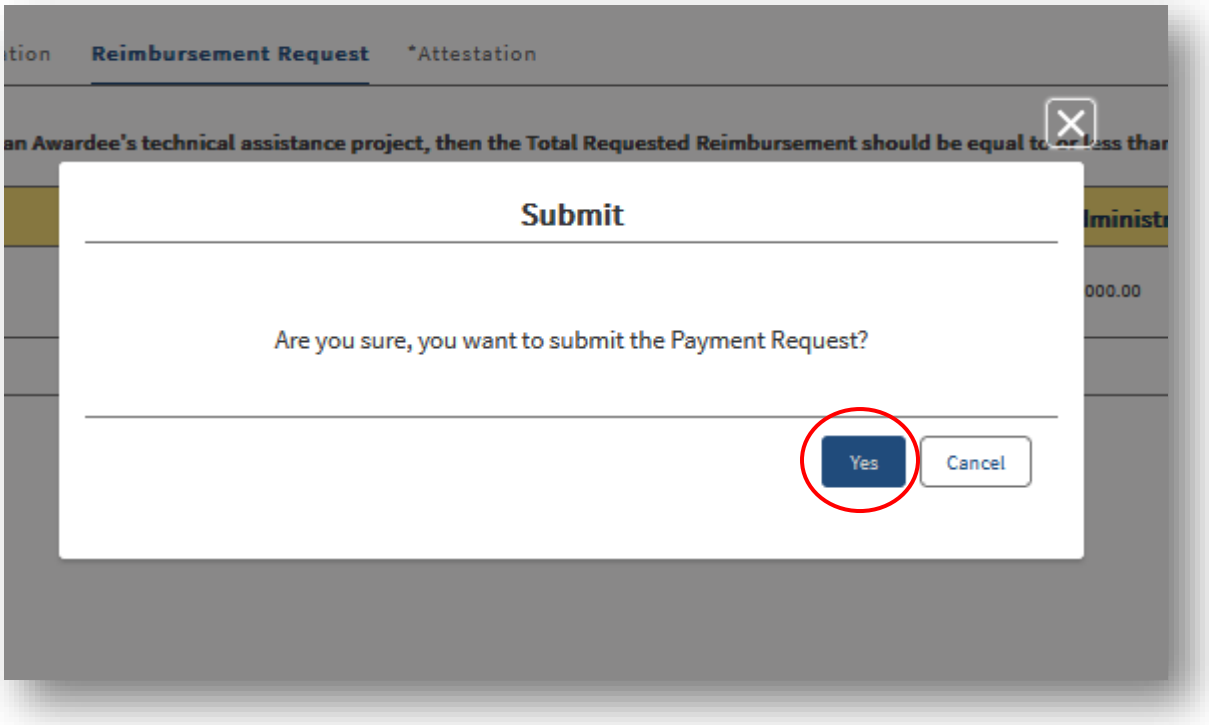
Click the "Save" button when each work product has been added.



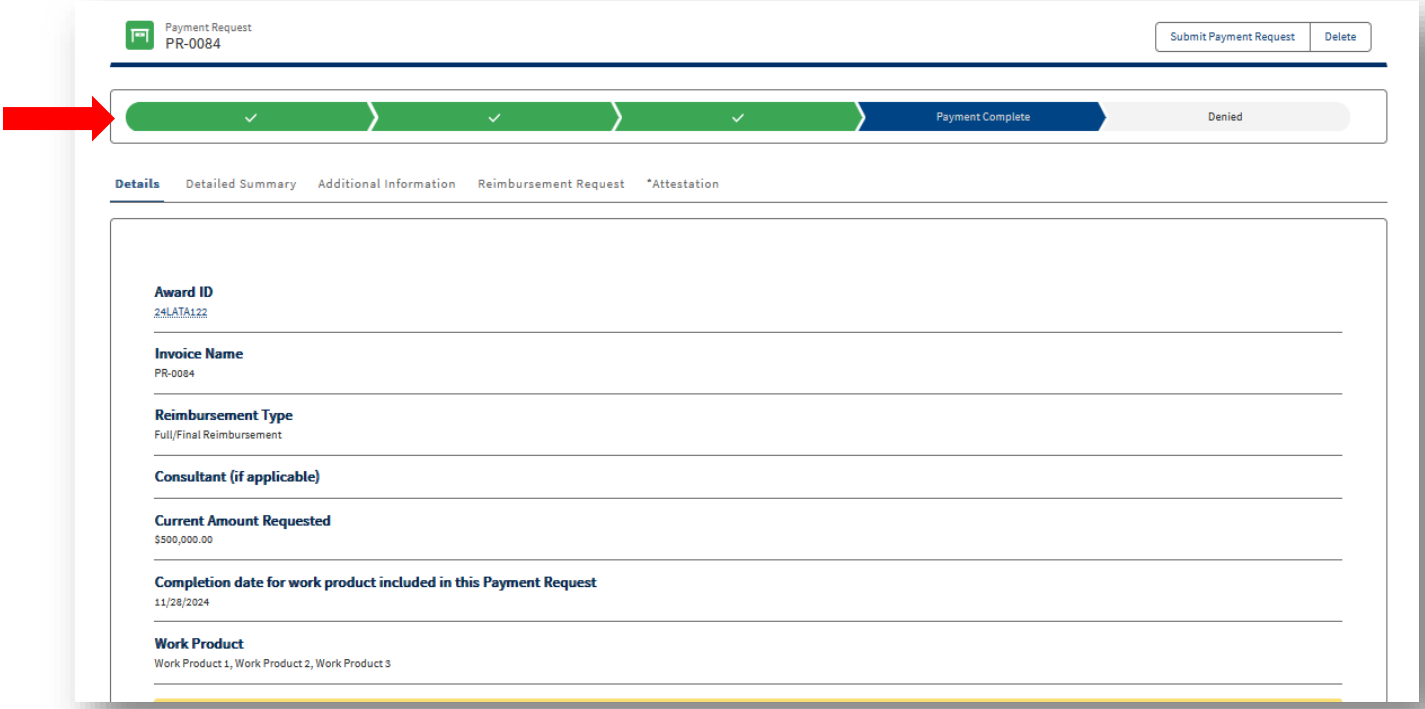
When ready to submit the payment request for CPUC review, click the "Submit Payment Request" button.



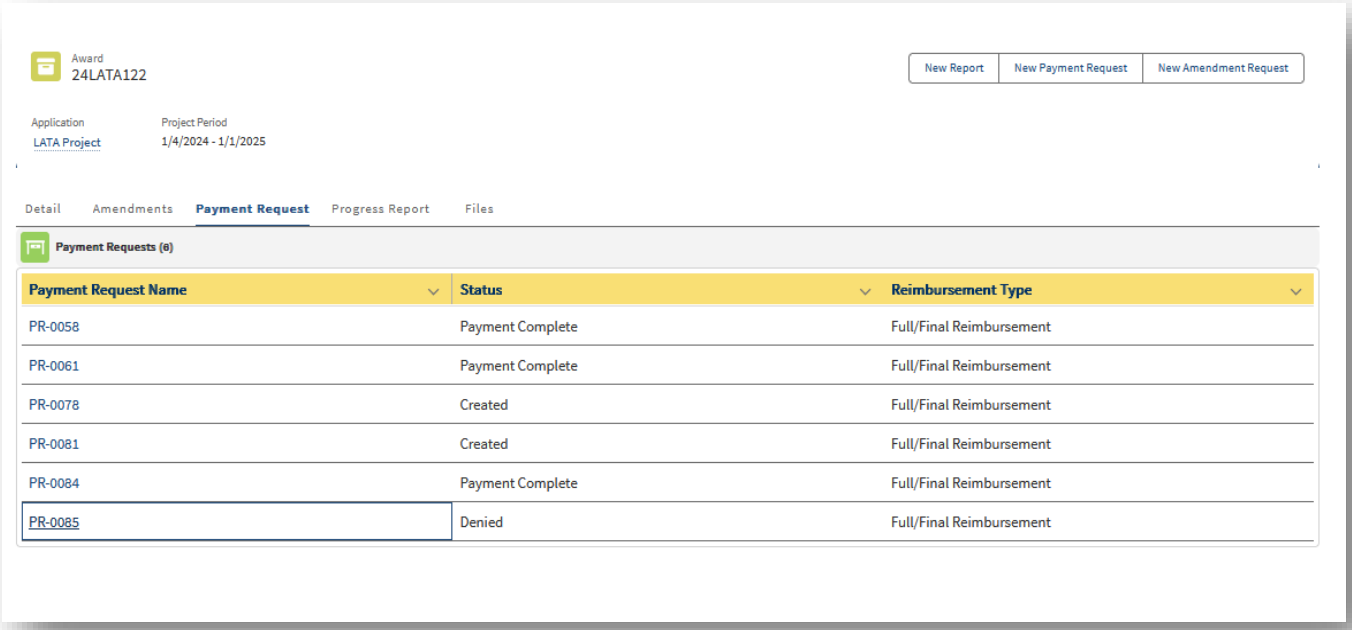
Click on "Yes" to submit the payment.



You may check the status of your payment on the payment request status bar. If the status is denied, you will receive an email from a CPUC staff member with an explanation.



Alternatively, you may check the status of a payment request in the "Payment Request" tab under award details.

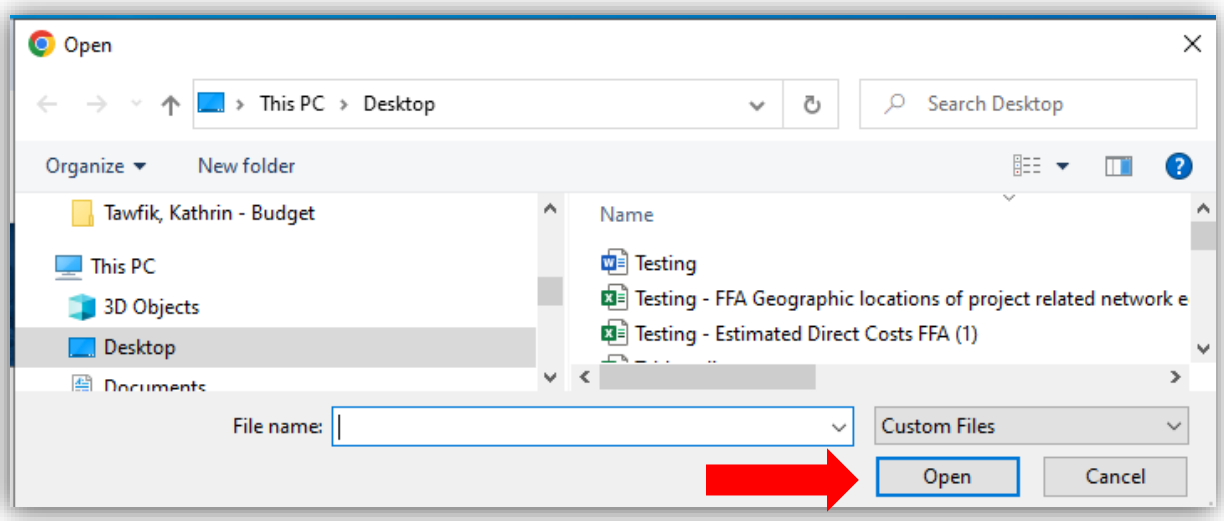


How to Upload Files

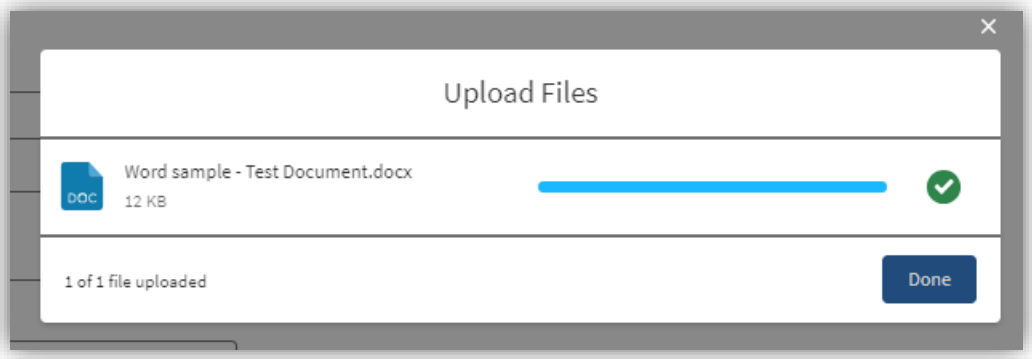
Some fields are designed to upload files.

- Files can be uploaded by either clicking on the "Upload Files" button or dragging and dropping files into the field.
- Uploads can be Word/Excel documents, pdfs, images, or shapefiles.

When using the "Upload Files" function, click on the "Upload Files" button, select the appropriate file, and click "Open."



The "Upload Files" popup shows the progress of the upload. When the upload is complete, the "Done" button will turn from grey to blue. Click "Done" to return to the application.



Repeat the process to attach additional files.

The names of the uploaded files will automatically be renamed to reflect the name of the step and field within the application.

The "Delete" icon on the right can be used to remove any uploaded files.

Contact Information and Additional Resources

For any questions regarding the Local Agency Technical Assistance Program or to report issues with the Broadband Grant Portal, please contact:

broadband.techassist@cpuc.ca.gov